



Community Box Office Ticketing Sales Agreement

P.O. Box 15819, College Station, TX 77841 phone 845-7667 fax 862-8143

boxoffice.tamu.edu

Name of Organization: _____

Ticket Representative: _____ Phone #: _____

Address: _____

E-mail address: _____

Fax #: _____ Phone #: _____

Event Name : _____

** This will appear on the ticket. There is a limit of 20 character spaces.*

Location: _____ Date: _____ Time: _____

Description of Event & website: _____

On Sale Date: _____ End Sale Date: _____

Capacity: _____ Reserved Seating General Admission

Indicate Buyer Types (i.e., regular, student, staff, etc....) and value:

| BUYER TYPE | | | | |
|------------|--|--|--|--|
| | | | | |
| | | | | |
| | | | | |
| | | | | |

This event is: Taxable Non-Taxable

** The MSC Box Office is released from any future tax liability that may arise from your ticket sales.*

Would your organization like to consign tickets? **yes** **no**

*A limit of 100 consignment tickets can be printed per your original request. When these are sold, additional consignment tickets may be requested and obtained **only** by the ticket representative named above. Please allow one business day for printing. Consigned tickets are considered sold and figure into your gross sales. Unsold tickets must be turned into the Box Office on the first business day after your event or they will be figured into your gross sales at settlement. There is a .10 disposal fee per returned ticket. Due to fiscal considerations, complimentary and consigned tickets are not interchangeable. ie. Do **not** hand out consigned tickets for free. Consigned tickets **must** be sold at the value printed on them.*

Would your organization like to distribute complimentary tickets? **yes** **no**

*If yes, you must provide a list of names and the number of tickets each person should receive at least five days prior to your event. The charge for this service is .10 per ticket printed. Your organization is responsible for any IRS or administrative ticket policy implications on complimentary tickets. Your organization is responsible for informing your guests about picking up complimentary tickets. You may request the Box Office to provide you with an allotment of complimentary tickets which you may distribute directly to your guests. Due to fiscal considerations, complimentary and consigned tickets are not interchangeable. ie. Complimentary tickets may **not** be sold for any reason.*

Would you like the Box Office to sell tickets the night of your event? **yes** **no**

If yes, the Box Office will be open one hour prior to and 15 minutes after your event begins. The charge for this service is \$50. If staffing is needed for more than two hours, the additional time will be charged at \$25 per hour.

Are there any reports you would need on a regular basis?

| | | |
|---------------------------|--------------|---------------|
| performance sales | daily | weekly |
| list of purchasers | daily | weekly |

What email would you like this sent to? _____

The MSC Box Office requests that ticketing representative communication occur between the hours of 8am and 9:45am or 2pm to 4pm, or by appointment. This allows us to discuss any questions or concerns that you may have concerning your event away from peak customer hours.

Box Office Charges

Ticketing Services Fee = 2.5% of gross sales, 3.5% AggieBucks, 3.5% Credit Cards,
\$0.10/ea complimentary tickets, \$50 minimum set up fee.



MSC Box Office Ticketing Policies

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__ 2 business days are required to set up an event after receipt of signed ticketing agreement.

__ 2 week notice is required for the MSC Box Office to be open outside of posted business hours. If an exception to this is agreed upon between the MSC Box Office and the client there will be an additional charge of \$200 for the exception.

__ When a valid website address is provided by the client the MSC Box Office will link the customers event to the provided website on the MSC Box Office website.

__ MSC Box Office will concede to policies and procedures set out by the venue to be used when not in conflict with MSC policies and procedures. (ie. regulations regarding concessions or door sales, handicap seating procedures, capacity, etc.)

__ Only parties listed on the ticketing agreement will be given sales information (# tickets sold, # tickets held, dollars sold, etc.) by the MSC Box Office.

__ All changes to signed ticketing agreements must be made in writing in person or by email by the ticketing representative or the advisor, only. No party not listed on the ticketing agreement will be allowed to make any changes or additions to the the ticketing agreement.

__ All complimentary ticket requests or lists must be submitted in writing in person or by email by the ticketing representative or advisor. The list must be submitted in alphabetical order by last name.

__ Consigned tickets must be returned by the morning of the business day following the event.

__ Arrangements for all items in excess of ticketing (contracting the venue, concessions forms, etc.) are not the responsibility of the MSC Box Office.

__ For reserved seating events, seats will be placed on hold for handicap seating, pre-known obstructed view, and other circumstances in compliance with the venues policies and standards. Additional seating holds should be discussed for the purpose of better customer relations with the MSC Box Office staff.

__ Non-MSC organization event's monies will be held in a separate account to be dispersed to the organization minus MSC Box Office fees and taxes after the event has occurred. Typically, the requested check will arrive at the organization within 3-5 weeks.

Information for ticket sales and marketing purposes: MSC Box Office

979-845-1234 / 888-890-5667

PO Box 15819

College Station, TX 77841-15819

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Ticketing Representative Signature: _____

Advisor Signature: _____

Date: _____