

CUMMINS THEATRE

BOOKING FORM

SECTION 5 – Box Office Service (Ticketing) & Marketing

BOX OFFICE INFORMATION

Hirer Name:
Hirer ABN:
Ticketing Contact Person:
Number:
Email:
Hirer Banking Details:
Bank:
Account no#:
BSB:
Name of Event/Performance:
Support Act:
Presenter/Naming Rights:
Start Time:
Finish Time:
Interval (Y/N):
Duration:

Ticket Prices

Adult:
Child (___ years and under):
Concession:
Group:
No. Comps:

If you require Front of House (FOH) Staff for door sales please make sure you indicate this on your room hire or discuss your options with the Venue Manager at the time of your booking.

Please sign to acknowledge that you are aware and accept to following Box Office terms:

- 1. It is a requirement of Hire that the Cummins Theatre Box office be utilized as the primary Box Office for all ticketed events held at Cummins Theatre.**
- 2. It is the responsibility of the Hirer to provide all pertinent details relating to the ticketing and promotion of the event or function prior to the commencement of ticket sales.**
- 3. The Cummins Theatre Box Office charges a booking fee of \$3.50 per ticket handled (including refunds). This cost may be passed on to the customer at the discretion of the Hirer. Additional charges and/or Commissions may apply and will be listed on the fees and charges list.**
- 4. In the event of cancellation of an event, Cummins Theatre is to retain the booking fee of \$3.50 per ticket refunded.**
- 5. The hirer agrees to allow free admission to legitimate attendant careers of persons with a significant permanent disability who are holders of the Companion Card and who without such career support would be unable to attend community venues and activities. For more information please visit www.companioncard.org.au**

Signature: _____

Date: _____

Marketing Materials

Posters supplied:
Flyers supplied:
Electronic image supplied:
Media release supplied:
Producer/Production website:
Additional info for Cummins Theatre website:

Please sign to acknowledge that you are aware and accept to following terms:

- 1. Unless arrangements are made with the Theatre Manager, the hirer is responsible for the production of any program and/or promotions relative to the booking.**
- 2. Distribution of posters and flyers by the Cummins Theatre is supplied at a cost. (Please see the fees list for relevant information)**

Signature: _____

Date: _____