

116 East 3rd Street Jamestown, NY 14701 Box Office: 716-484-7070 Main Office: 716-664-2465

Fax: 716-661-3829

Ticketing Services Agreement

This form is for TICKET SERVICES ONLY. To book the venue, please contact Stephanie Prynn at 716.484.7070. This completed form must be returned to the Box Office before event tickets can go on sale and even if it is a FREE EVENT. All renters are required to use the Reg Lenna Center for The Arts Box Office for event ticket sales.

Performance Name:		Public On Sale Date:			
Presenting Organization	on*:				
Address:					
Contact Person for Event:		Day Phone#:			
Contact E-mail:		Cell Phone#:			
*The check for yo	ur net sales will be payab	le to the above organization	unless otherwise indicated.		
EVENT DATES:					
Day of week	Date (mm/dd/yy)	Perf. Time (am/pm)	Length (hrs. & min.)		
1)					
2)					
3)					
4) Dlago attach form with a	Iditional dates and times i	of managed annu			
Please attach form with ac	uniionai aaies ana iimes i	j necessary.			
TICKETING DETA	AILS & VENUE INI	FORMATION:			
My event is:					
□ n 10	· delicar	1 4 1 /	seating) OR \square Free		

PRICING:

Ticket Type	Adult		
	\$	\$ \$	\$

DISCOUNTS:

Any ticketing discounts or special pricing must be submitted in writing to the Reg Lenna Center for The Arts Box Office before it can be advertised. Please email your submissions to stephanie@reglenna.com. Once receipt is confirmed, new pricing will be activated.

TICKET TEXT:					
These three lines of text will appear on your ticket					
Optional: Line 1 - small font (i.e.: "name" presents) – 40 characters available, including spaces					
REQUIRED : Line 2 - LARGE FONT (same as event title)					
Optional: Line 3 - small font (any add'l info i.e.: sponsored by) – 40 characters					
INTERNET SALES & EVENT DESCRIPTION: Brief description of your event for publications:	_	·			
	_				

VENUE CAPACITY INFORMATION:

	Venue	General Admission Capacity	Reserved Seat Capacity	
	Reg Lenna Main Theater	1,100	1,166***	
L	O	An additional 77 flexible seats (FoH) available	An additional 77 flexible seats (FoH) available	
	Box/VIP Seating	10 per Box	10 per Box	

- Accessible seating is available on the main floor; front and rear (left & right).
- Box seating and accessible seating not included in venue capacity.
- Please be aware that special seating holds or technical restrictions may affect capacity.

***A minimum of 10 orchestra level seats must be reserved for emergency seating purposes, also please note that all patrons in attendance must have a seat, there is no standing room.

TICKET OFFICE CHARGES:

Fees Paid by Renter: \$2.50 per paid ticket \$.50 per complimentary ticket 5% of net credit card sales

Fees Paid by Patron:

Convenience fees vary and are applied per ticket order. \$2 per ticket Theater Restoration Fee (Included in advertised price) Please consider these fees when determining ticket prices for your event.

We cannot change prices once a show is on sale and we cannot issue any pay-outs until the event has taken place.

A Box Office settlement statement reflecting your net sales (gross less surcharges and fees) will be available immediately following your event. **Pending renter approval, payment (by check) will be mailed to your organization within two weeks of event.**

TICKET OFFICE HOURS:

Our Box Office is open Monday, Wednesday, Friday from 12p – 5p: and one hour prior to all theater performances. Hours subject to change.

Ticket buyers may access our website (www.reglenna.com) 24 hours a day for ticket purchases and information.

Normal ticket office hours for the EVENT ITSELF are 1 hour before event start to ½ hour past event start.

event start.						
If you need t	he ticket offic	e to stay open l	ater than this, p	lease indicate the	e time:	
REPORTS: If you would		oorts emailed to	you regularly, p	please specify da	y(s) below:	
□Sun	□Mon	□Tue	□Wed	□Thu	□ Fri	□ Sat
Reports shou	ıld be emailed	to:				_
Applicant Sig	gnature:			Dat	e:	
Approved by		Lenna Center fo	r The Arts)	Dat	e:	