



116 East 3<sup>rd</sup> 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 Prynne 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.**

**EVENT INFORMATION:**

Performance Name: \_\_\_\_\_ **Public On Sale Date:** \_\_\_\_\_

Presenting Organization\*: \_\_\_\_\_

Address: \_\_\_\_\_

Contact Person for Event: \_\_\_\_\_ Day Phone#: \_\_\_\_\_

Contact E-mail: \_\_\_\_\_ Cell Phone#: \_\_\_\_\_

\*The check for your net sales will be payable 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) _____	_____	_____	_____

*Please attach form with additional dates and times if necessary.*

**TICKETING DETAILS & VENUE INFORMATION:**

My event is:

**Reserved Seating\*\*** OR  **General Admission** (open seating) OR  **Free**

*\*\*No more than four (4) levels of pricing are available for reserved seating.*

**PRICING:**

Ticket Type	Adult			
	\$	\$	\$	\$
	\$	\$	\$	\$
	\$	\$	\$	\$
	\$	\$	\$	\$



*Please consider these fees when determining ticket prices for your event.*

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 Tuesday through Friday, 10a-5p; Saturday, 10a-2p (seasonal); and one hour prior to all theater performances. Ticket buyers may access our website ([www.reglenna.com](http://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.

If you need the ticket office to stay open later than this, please indicate the time: \_\_\_\_\_

**REPORTS:**

If you would like Sales Reports emailed to you regularly, please specify day(s) below:

Sun       Mon       Tue       Wed       Thu       Fri       Sat

Reports should be emailed to: \_\_\_\_\_

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Approved by: \_\_\_\_\_ Date: \_\_\_\_\_  
(Reg Lenna Center for The Arts)