



Event Name: _____

Promotor / Organisation: _____

Contact Person/s: _____

Phone: Business: _____ A/Hours: _____

Email Address: _____

Performance Details

Days (eg. Mon, Tues)	Dates	Start Time	Interval	Finish Time

Ticket Pricing and Buyer Types

Please indicate the prices to be charged for the event buyer type. If not to be used, please mark N/A. The Civic Theatre suggests incorporating the booking fee into the total ticket price, if you would like to do otherwise, please specify below.

Community Organisation Booking Fees

Tickets \$20 and under = Booking Fee \$2.00 (incl GST)

Tickets over \$20 = Booking Fee \$3.00 (incl GST)

Adult: _____ + \$2.00 / \$3.00 booking fee = _____

Concession: _____ + \$2.00 / \$3.00 booking fee = _____

Subscriber: _____ + \$2.00 / \$3.00 booking fee = _____

Student: _____ + \$2.00 / \$3.00 booking fee = _____

Child: _____ + \$2.00 / \$3.00 booking fee = _____

Group*: _____ + \$2.00 / \$3.00 booking fee = _____ **Please indicate group size: _____*

Family*: _____ + \$2.00 / \$3.00 booking fee = _____

Other: _____ + \$2.00 / \$3.00 booking fee = _____

Definition of buyer types:

- **Adult:** A person of 16 years or older that does not fall into other buyer type categories.
- **Concession:** Appropriate identification is required to constitute entitlement. Standard is NSW Government Senior’s Card, Pension Card, Health Care Card or Student Card.
** Delete those that do not apply for your event.*
- **Subscriber:** Civic Theatre Subscribers
- **Student:** A person attending full time study and can demonstrate appropriate identification i.e. TAFE, University or high school students.
- **Child:** A person of 15 years and under or as specified by promoter.

- **Group:** A defined number of persons entitled to a discount on an adult ticket price. Must be purchased in one transaction.
- **Pensioner:** A person who can demonstrate appropriate documentation by way of pension card identification.
- **Family:** 2 Adults and 2 children unless otherwise specified by the promoter. *Family booking fee is calculated with this formula: Family = total price ÷ no. of persons + b/fee for each ticket.

All buyer types can be modified to suit promoter's requirements. Please advise adjustments below:

Other Information Required

- **SALES START** date: _____
**7 working days minimum from return of ticketing requirements to onsale date*
 - Are tickets to be sold as **ALLOCATED SEATING** or **GENERAL ADMISSION**?
 - Do you require **PROMOTER SEATS** to be held? YES / NO
Performance date and time: _____ Number of seats: _____
Performance date and time: _____ Number of seats: _____
**Any VIP reservations please contact Box Office to advise details*
 - Do you require any **TECHNICAL SEATS** to be held? YES / NO
Purpose: _____ Seats: _____
Purpose: _____ Seats: _____
**Including additional operating positions in venue or boxes, camera positions, sightline kills*
 - Do you require removal of Seating Rows AA & BB for use of the **ORCHESTRA PIT**? YES / NO
 - Would you like **PRINT AT HOME** tickets to be available? YES / NO
 - Would you like complimentary **National Disability Services Companion** tickets to be available?
 YES / NO Please refer to Guidelines on page 6 for further information.
 - **SeatAdvisor Login:** The Wagga Wagga Civic Theatre uses the SeatAdvisor Booking System, we can create a login for promoters to allow you to check on sales and run reports for all of your performances in your own time. Would you like a **SeatAdvisor login** created? YES / NO
Who does this login need to be emailed to: _____
 - Would you like to include any additional information on your ticket? YES / NO
-

Other promoter/organisation comments or requirements:

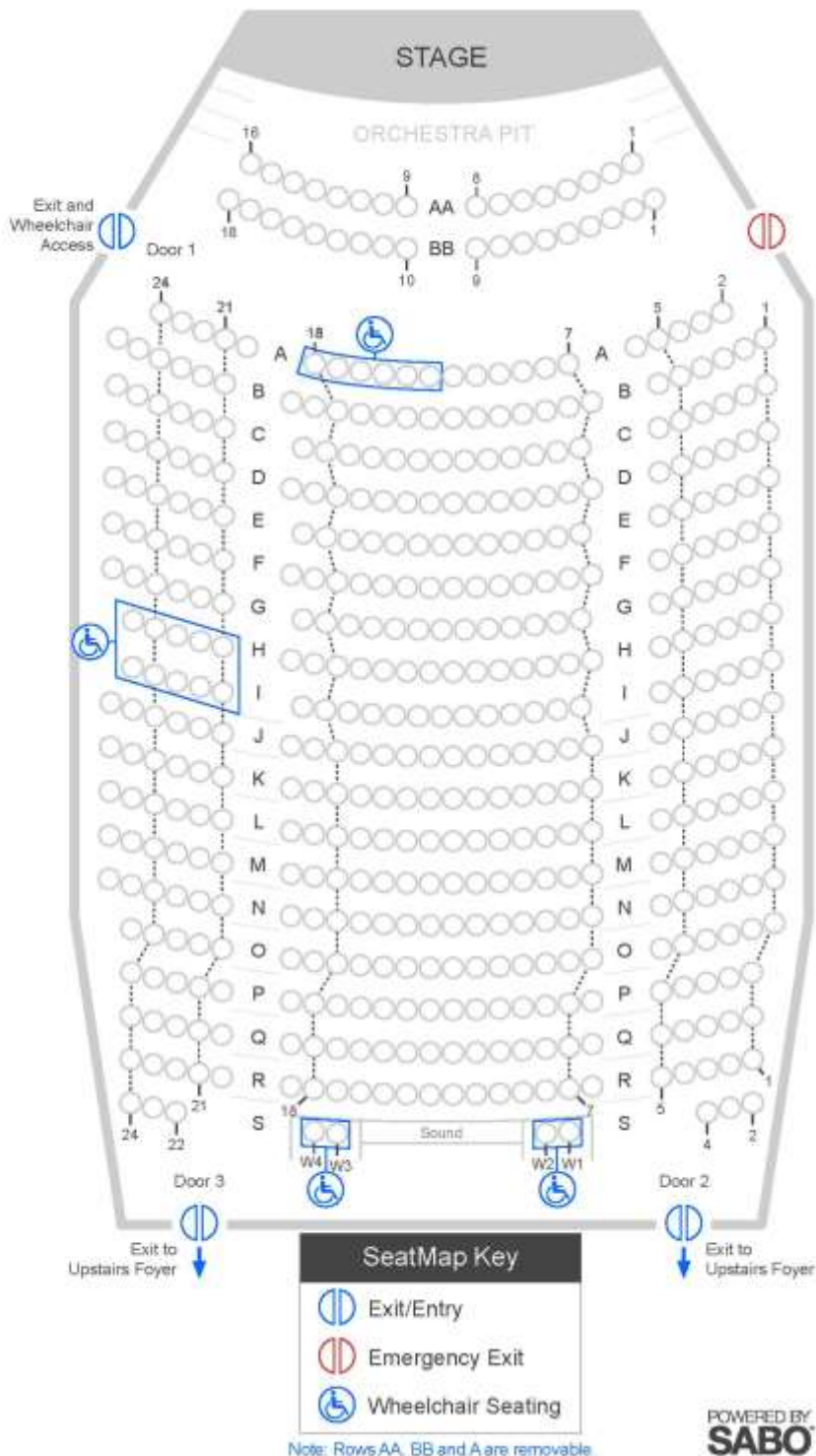
Marketing Information Required

To put your event on sale online we require the following for the event page on the website:

- Minimum one event image - highest image resolution possible, one portrait and one landscape orientation. No text to be contained within the image.
- A description of the event – minimum 200 words.

Please send this info through to the Box Office Coordinator at boxoffice@wagga.nsw.gov.au

Venue Seating Plan





BOX OFFICE CHARGES AND GUIDELINES

The Wagga Wagga Civic Theatre adheres to the Australasian Entertainment Industry Association (AEIA) Code of Practice for the Ticketing of Live Entertainment in Australia (1 January 2016).

Civic Theatre Box Office Opening Hours

Monday to Friday 10.00am – 5.30pm. Closed public holidays **subject to change*
The Box Office is open 60 minutes prior to Civic Theatre performance time.

Contact Details

Civic Theatre Box Office, Wagga Wagga Civic Theatre
Street Address: Burns Way (off Tarcutta Street), Wagga Wagga NSW 2650
Postal Address: PO Box 20, Wagga Wagga NSW 2650
Email: boxoffice@civictheatre.com.au
Phone: (02) 6926 9688
Fax: (02) 6926 9689

Box Office Coordinator – Isobel MacCallum
Direct Line: 02 6926 9682
Email: MacCallum.Isobel@wagga.nsw.gov.au

Tickets can also be purchased and collected from the Wagga Visitor Information Centre.

Visitor Information Centre Opening Hours

Open 9am to 5pm Monday to Friday.
Saturday 9am to 4pm, Sunday 9:30am to 2pm.

Wagga Wagga City Council Visitor Information Centre
Street Address: 183 Tarcutta Street, Wagga Wagga NSW 2650
Postal Address: PO Box 20, Wagga Wagga, NSW, 2650
Phone: 1300 100 122
Fax: 02 6926 9629

Fees & Charges

Ticket Charges

- Events will attract a booking fee (includes GST), which will be charged to the customer on each ticket for the ticketing service provided by the Civic Theatre Booking Office.
- The Booking Office can print additional tickets to allow for door sales by the promoter. These will be charged a cost of 50 cents (includes GST) per ticket.
- Complimentary tickets issued by the Booking Office will incur a fee of 50 cents (includes GST) per ticket. Fees are charged to the promoter unless otherwise requested.
- Please note all bookings attract a \$2 transaction fee, per transaction, payable by the customer.
- These Fees and Charges will apply until the 2020/2021 Fees and Charges are in place.

Cancellation of an Event

Where a promoter cancels a performance and tickets have been sold on behalf of the promoter by the Civic Theatre Box Office, the promoter will be liable for the following costs:

- A cancellation fee will be charged per ticket as per the current fees and charges.
- Where the Box Office is required to exchange tickets to an alternate date or time, an additional booking fee will apply per transaction.

GST Disclaimer

The promoter using the Civic Theatre Box Office facility is responsible for all GST incurred on the event component cost of the ticket, that is, the total price less the booking fee. Civic Theatre Box Office accepts no responsibility or liability for payment of GST on the event component cost of the ticket.

Credit Card Charges

Visa and MasterCard are accepted.

Community Events - credit card service charge does not apply.

Other payment types

- EFTPOS facility is available, but no cash withdrawal service available.
- Cheques are accepted and payments should be made payable to Wagga Wagga City Council.

Refunds & Exchanges

The Civic Theatre Box Office has standard policies for the refund and exchange of tickets. Alternative conditions may be specified by promoters if required.

Civic Theatre Refund Policy:

Tickets are not refundable. Refunds are only available as per the Live Performance Australia Ticketing Code of Practice. You have the right to a refund if the event to which you purchased an authorised ticket to is cancelled, rescheduled (and you cannot attend the rescheduled event) or significantly relocated. The Civic Theatre does not give refunds under any other circumstances, such as changing your mind, sickness or holidays.

Reservations

- Reservations and payments can be made by customers over the phone or in person at the Box Office.
- Customers may reserve seats but must arrange payment as soon as possible. Management reserves the right to change this policy to meet Wagga Wagga Civic Theatre & promoter needs. Management reserves the right to return any unpaid reservations to general sale as it sees fit.

Collection of Personal Information

The Wagga Wagga Civic Theatre respects the privacy of all customer and business contacts, and is committed to safeguarding the personal information provided and to complying with the National Privacy Principles in the Privacy Act 1988 (the NPPs). The Wagga Wagga Civic Theatre will comply with NPP1.3 when it collects personal information from customers and with NPP2 when it uses and discloses this personal information.



Advertising & Marketing

Where the promoter uses the Civic Theatre Box Office for ticket sales, the booking directions **MUST** read:

Civic Theatre Box Office

www.civictheatre.com.au

Ph: (02) 6926 9688

The Civic Theatre Box Office understands the importance of effective and appropriate promotion and has outlined the minimum marketing services for ticketing. All services offered will be dependent on quality of materials, appropriateness and will be at the discretion of Theatre Management.

National Disability Services Companion Card

The Wagga Wagga Civic Theatre recognises the National Disability Services Companion Card for performances and events hosted at the Wagga Wagga Civic Theatre. When the Companion Card is presented at time of purchase a complimentary ticket is issued for the card holders essential support companion. (www.nds.org.au/nsw/companioncard.htm)

Reconciliation and Payment of Monies owed to the Promoter

The settlement of ticketing monies will be completed as part of the whole Event settlement.

Each Monday (or the next Business Day if the Monday is not a Business Day), we will reconcile amounts owing between us for an Event concluded as at the end of the previous week, to the extent that the relevant information is known. Settlement is calculated in arrears.

The Venue will issue a Final Reconciliation and Box Office reports to the Hirer on the following Tuesday. If a payment is due to you we will pay the relevant amount to your nominated bank account within 14 days of each Settlement.

Civic Theatre Box Office Personnel

Any enquiries concerning the service of the Civic Theatre Box Office can be directed to the Box Office Coordinator on (02) 6926 9682 or by email boxoffice@civictheatre.com.au during opening hours.

I/We acknowledge receipt of the Civic Theatre Box Office Charges and Guidelines.

I/We agree to abide by these terms and conditions when using the Civic Theatre Box Office facility and service.

Signature: _____ **Date:** _____

Name: _____

On behalf of: _____