



The Kelowna Community Theatre 1375 Water St.
 C/O The City of Kelowna 1435 Water St. Kelowna BC V1Y 1J4
 ph (250) 469-8945 fax (250) 862-3331 email civey@kelowna.ca

Event and Ticket Information

CLIENT INFORMATION

Promoter Company Legal Name: _____

Company Address: _____

Company Phone: _____

Company Email: _____

GST # (If Applicable): _____ Not Applicable

Banking Information (For Settlement):

Unless otherwise arranged, your settlement will be sent via Electronic Funds Transfer 7-10 business days after your event closes.

Branch: _____ Institution Number: _____ Account Number: _____

SOCAN# _____ ReSOUND# _____

AUTHORIZED CONTACTS

The Client authorizes Kelowna Community Theatre Box Office to release ticket sales information/reports to, and/or to take ticketing instructions from, the following individuals:

Name	Job Title	Phone Number(s)	Email	Receive Sales Reports?
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Primary Contact:

				<input type="checkbox"/> Yes <input type="checkbox"/> No
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Other Authorized Contacts:

				<input type="checkbox"/> Yes <input type="checkbox"/> No
				<input type="checkbox"/> Yes <input type="checkbox"/> No
				<input type="checkbox"/> Yes <input type="checkbox"/> No

TICKET SALES REPORTING SCHEDULE

Kelowna Community Theatre will provide the Client with event sales reports on the following schedule. Reports arrive by email, to the Authorized Contacts listed above, by 8am on the selected days.

Mondays Tuesdays Wednesdays Thursdays Fridays Saturdays Sundays

EVENT INFORMATION

Event Title: _____

Event Presented by: _____

Please check off which venue you are booking:

Kelowna Community Theatre: Main Stage

Black Box Theatre

Event Date	Start time (Matinee)	Start time (Evening)

Doors will open 1-hour prior to the start of the event.

Approx. run time: _____

Audience Advisories (Family Event, 19+, Use of Strobe or Smoke etc.):

Event On-Sale Timeline:

Unless otherwise stated, the TIME will default to our Box Office opening time of 11am.

Announcement Date: _____

Notes:

Pre-sale date/time: _____

Notes:

Public on-sale date/time: _____

Notes:

TICKETING INFORMATION

Sale of Tickets

The Kelowna Community Box Office is the official ticket seller for the Kelowna Community Theatre.

For additional inquiries about ticket sales, please contact Rebecca at RLeboe@Kelowna.ca

Please select **all** of the following that apply to your event:

Seating will be:

RESERVED – each patron will have an assigned seat

GENERAL – each patron will choose their seat upon arrival. Must have approval of Theatre Manager.

Capital Improvement Fee (CIF) will be:

Paid by **AGREEMENT HOLDER** – total fees will be added to the Facility Rental invoice

Paid by **TICKET BUYER** – fee will be added to the Ticket Price

Ticket Face Information

Our ticket faces come in a standard layout. Some adjustments may be made upon request.

Please enter your information as you'd like it to appear, in the allotted areas, below:

PATRON NAME	<hr style="border: 1px solid black; margin-bottom: 5px;"/> <p>(presenter name) presents</p> <hr style="border: 1px solid black; margin-bottom: 5px;"/> <p>(Event Title)</p> <hr style="border: 1px solid black; margin-bottom: 5px;"/> <p>(special info/advisory line)</p> <p style="font-size: 1.2em; font-weight: bold;">Friday, SEP 21/22, 7:30PM</p> <p>Theatre Address \$60.00 Adult</p> <p style="font-size: 1.2em; font-weight: bold;">E 12</p>	LOWER RIGHT E
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Ticket Prices

In the below chart, please indicate the ticket type, any age requirements for each type, and state your desired **TOTAL:**

the **Total BASE** price (the fees and taxes will be added onto this price),
-- OR --

the **TOTAL TICKET** price (the fees and taxes are calculated within this price)

Ticket Type (adult, youth, group, etc.)	Parameters: ages/requirements (65+, valid student ID, etc.)	Maximum to sell?		OR	TOTAL TICKET Price (includes Fees)

Other Ticket Price Notes:

Any VIP Information/offerings?

eg: if you are offering VIP Tickets what does that include?

Coupon Codes or Presales

If you have any presales codes or coupon codes that you are offering your customers, please list them below, along with the time period/dates you wish for them to be active:

Presale or Discount	Code	Max Tickets per order?	Discount Applied or New Total Price	Length of Availability

Ticket Holds

Kelowna Community Theatre will hold any tickets required by the Client, on a timeline approved by the Client. Please outline ticket holds, their purpose, and release dates, below:

Type of Hold	Quantity to be Held	Preferred location in Theatre	Date to release for general sale

In addition to the Client's holds, above, Kelowna Community Theatre will hold seven (7) tickets as "Trouble Holds", per performance.

Marketing

Yes, please send information on Marketing Packages for the Kelowna Community Theatre

Website Event Calendar:

Please attached a PDF of your poster to this email.

Event Description: