

RIALTO CENTER FOR THE ARTS

TICKET SERVICES --- Ticketing Agreement

POLICIES: Initial each policy after review

- Sales Tax* Presenter is solely responsible for submitting Sales Tax, on all tickets sold, to the State of Georgia. Sales tax (8%) must be included in the full price of the ticket advertised to the public. _____
- Box Office Hours* Regular business hours of the Rialto Box Office are 10:00 am to 4:30 pm, Monday through Friday. Holiday hours may differ. There is a Holiday Service charge of \$600. per day, if the Box Office is open on an observed State and/or University Holiday. _____
- Door Sale Hours* Box Office hours on Performance days run from 10:00 am to one-half (1/2) hour past curtain for weekday performances, and from two (2) hours before curtain to 1/2 hour past curtain for weekend performances. For purposes of this agreement, curtain shall mean the time printed on the tickets. These hours may be extended, with any additional hours charged at the rate of \$40.00 per hour. _____
- Contact Person* Presenter will appoint one person to be the contact person with the Box Office. All changes, comp requests, comp lists, and requests for event financial information must come through that person. _____ The name of the contact person is _____.
- Presenter Comp Tickets* Complimentary tickets may be pulled by the Presenter for legitimate comp needs only. Comp tickets have a zero dollar value and may not be sold or resold. _____
- House Comps Tickets* Rialto Center is entitled to 20 comp tickets per performance. _____
- Internet* Your show may be eligible for our Internet sales program, depending on the amount of lead time given the Box Office. Standard internet convenience fees will apply. Consult with the Ticket Services Manager for more information. _____
- Parking* Patrons are responsible for their own parking costs. You may include a parking fee in the price of your tickets and offer validated parking. Please consult with the Events Department Manager for more information. _____
- Payment* The Rialto Box Office accepts cash, Visa, MasterCard, American Express, and checks as forms of payment from ticket customers. Presenter will be responsible for bad checks written to purchase tickets to its performances. Accept checks _____ or Exclude checks _____
- Phone* The Box Office phone number to give out to the public is 404.413.9.849. The box office will accept phone orders during its regular business hours. The Box Office fax number is 404.413.9850, (24 hours). Presenters may contact the Ticket Services Manager directly at 404.413.9824. _____
- Publicity Materials* The Rialto Box Office must be advised of all sales and marketing materials prior to distribution. This also applies to all ticket discount offers. _____
- Refunds* Rialto policy is No Refunds, No Exchanges. _____
- Reservations* Reservations are not accepted. However, tickets may be purchased over the phone with a Visa, MasterCard, or American Express and picked up at Will Call for most events. _____
- Settlement* The Ticket Services Manager will give Presenter an accounting of ticket sales after the performance, but Presenter will settle ticket monies with Rialto Business Manager at event settlement. Presenters are responsible for setting appointments with Business Manager for settlement. The Business Manager's phone number is 404.413.9816 _____

Ticket Prices Rialto service charges will apply to all tickets. Service charges and sales tax must be included in the full price of the ticket advertised to the public. Current service charges are listed below. All ticket prices will be whole dollar amounts. _____

Will-Call Box Office will support will-call for orders placed through the Rialto Box Office only. _____

Cancellation In the event a performance is cancelled, the promoter is still responsible for all Box Office Fees incurred to that point. Additionally, the promoter will be charged a second 3% of all credit charges, to cover resubmitting charge cards for credits.

Additions _____

FEE SCHEDULE: Choose One

_____ **Option 1: Rialto Box Office handles all Ticket Sales.**

Set-up fee: \$300.00
Credit Card Charges: 3% of all credit card charges
Rialto Service Charges: \$2.00 per sold ticket
\$0.10 per comp ticket

Rialto service charges will apply to all tickets. All charges and taxes must be included in the full price of the ticket advertised to the public.

_____ **Option 2: Rialto Box Office prints one set of tickets for Presenter; Presenter handles all Ticket Sales.** Full payment is due to Box Office prior to receiving tickets. Set includes 1 ticket for each fixed seat in the house, & for each pit seat if pit is utilized for seating.

Fee: \$600.00 for one performance of event
Additional performances of same event will require additional printing charges. Contact the Ticket Services Manager for more information.



AGREEMENT

I have read and understand the above charges and agree to pay the fees outlined. I also understand and agree to abide by all policies listed.

Authorized Signature _____ Date _____

Organization Name _____

Event _____

Event Date(s) _____

Return both pages of this Agreement and both pages of Ticketing Set-up Form to:

Rialto Box Office

Location: 80 Forsyth Street NW
Mailing address: P.O. Box 2627, Atlanta, GA 30301
Box Office fax: 404.413.9850

Box Office phone: 404.413.9849
Manager's phone: 404.4139824
E-mail: info@rialtocenter.org

The effective date of this agreement is June 1, 2007. Enclosed information is subject to change without notice.

**RIALTO CENTER FOR THE ARTS
TICKET SERVICES --- Ticketing Set-Up Form**

The Rialto Box Office must receive this form no later than 2 weeks prior to on-sale date. Return to Rialto Box Office, P.O. Box 2627, Atlanta, GA 30301-2627, or fax to 404.413.9850.

PRESENTER INFORMATION

Today's Date _____
Organization _____
Contact Name _____
Address _____ City _____ ST _____ ZIP _____
Phone (_____) _____ Fax (_____) _____
E-mail address: _____ Web address: _____

PERFORMANCE INFORMATION

Preferred On Sale Date _____
Event Name _____
Event Date(s) _____ Time _____
_____ Time _____
Number of Performances _____ Running Time of Show _____
Does show have Intermission? Yes _____ or No _____ Do you want seating in the pit? Yes _____ or No _____
Choose One: Reserved Seating _____ or General Admission Seating _____
Type of Performance _____
Are there any auxiliary events tied to this performance (i.e. reception, silent auction, etc)? Yes _____ or No _____

TICKET PRICES

Please indicate ticket prices below. All ticket prices must be whole dollar amounts and will include the Rialto Service Charges and Sales Tax. Four price classes are offered for standard Rialto reserved seating scaling as follows: Ticket Price A = Loge Boxes; Ticket Price B = All Orchestra and Loge CC-KK; Ticket Price C = Loge LL-RR; Ticket Price D = Pit. (The Rialto prices the pit equal to Price B). Other scaling configurations are available, which utilize one to four ticket prices. Please consult with the Ticket Services Manager if you would prefer a different configuration.

<u>Ticket Price</u>	<u>Dollar Amount</u>	<u>Section(s)</u>
A	_____	_____
B	_____	_____
C	_____	_____
D	_____	_____

DISCOUNTS

Listed below are standard Rialto discounts (*) and those most frequently used by promoters. Please indicate if you wish to use any of these discounts, as well as any special discounts you intend to offer, by placing a check next to those you will use.

<u>Yes</u>	<u>Classification</u>	<u>Discounted Amount</u>	<u>Policies</u>
_____	Rush Hour Rush (for GSU students only)	50% *	- Limited # of seats after 6:00pm day of performance. One ticket per ID. Student must <u>ASK</u> for Rush!
_____	Groups	15% *	- 15 or more, must be paid for at time of Order.
_____	Seniors/Students/Children	15%	- 1 ticket per ID
_____	GSU Faculty/Staff/Students	15%	- 2 tickets per ID
_____	ATLANTIX half price booth	50%	- 10 Given to Atlantix to sell on day of Event
_____	_____	_____	_____
_____	_____	_____	_____

TICKET TEXT

Please print the ticket text exactly as you want the tickets to read, including lower and upper case preference. Text may be up to 6 lines and 30 characters or spaces per line. (Line 6 is always Day, Date and Time of the event and is automatically generated by the computer). Place an asterisk next to the most important line of text.

Line 1 _____

Line 2 _____

Line 3 _____

Line 4 _____

Line 5 _____

Line 6 Day, Date, Time (generated by computer)

HOLDS/PRE-PULLS

Indicate special holds, or pre-pulls you need at this time:

<u>Hold</u>	<u>Pre-Pull</u>	<u># of Seats</u>	<u>@ Price</u>	<u>From Which Section(s)</u>
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

Rialto Box Office

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Mailing address: *P.O. Box 2627*, Atlanta, GA 30301
Box Office Fax: 404. 413.9850

Box Office Phone: 404.413.9849
Manager's Phone: 404.413.9824
E-mail: info@rialtocenter.org