

SERVICES AGREEMENT
between the
NEPTUNE THEATRE BOX OFFICE
(hereafter referred to as “the Box Office” or “our”)
and

(hereafter referred to as “you” or “your”)

Agreement

1. There is a non-refundable ticket set up fee of \$100.00 to be paid prior to work commencing.
2. The Box Office will need a minimum of 72 hours to set up your ticket.
3. A copy of the ticket to be sold will be proofed by you (or an authorized agent) and the Box Office will not be responsible for any inaccurate information once the proof has been approved. Tickets will not be printed or sold until approved.
4. Ticket prices must include all applicable taxes and you are responsible for collecting and remitting any HST. The Capital Fund, if applicable, will be added to the ticket price.
5. All tickets must be printed through the Box Office at your expense.
 The fee for tickets sold at the Box Office is \$0.50 per ticket.
 The fee for tickets sold off site by you is \$0.10 per ticket.
6. Tickets removed from the Box Office for sale by you cannot be returned to the Box Office.
7. The Box Office will not be held responsible for tickets sold off site.
8. There is an over-the-phone service charge of \$3 per ticket. This is charged to the customer and will remain with the Box Office. Should your customer choose to have their tickets mailed, there is an additional fee of \$4 per order. The Box Office reserves the right to alter the price of service charges at any time.
9. Any credit card fees incurred by the Box Office from processing your customer’s transactions will be paid by you.

Contact Information

Contact Name: _____ Contact Number: _____

Mailing Address: _____ E-mail Address: _____

Neptune Theatre

Authorized Signature

Date

Date

The Event

Name: _____

Date and Time: _____

Venue: _____ Capacity: _____

Venue Type: _____
(Lounge, Club, Tent, General Admission, etc.)

Venue Address: _____

Ticket Prices*: Adult: \$ _____ Student: \$ _____
 Senior: \$ _____ Child: \$ _____
 Member: \$ _____ Other: \$ _____

Additional Information: _____
(Content Warning, Doors Open, etc.)
*Please Note: Neptune Theatre will be adding the Capital Fund to events taking place in Neptune Theatre facilities.

Ticket Mock-Up

Please provide any information that you would like on your ticket in the space below.

If you would like to include a logo on the ticket, it must be provided to the Box Office by you as a 1-bit (black and white) PCX file. There is an additional \$25 administrative fee to include your logo on the ticket. The Box Office is not responsible if your file is not compatible with our ticketing system.