

## Box Office & Volunteer Information

Name/Organization: \_\_\_\_\_ Date of rental(s): \_\_\_\_\_

**TICKETS:** Is this a ticketed event?  Yes  No, proceed to Seating  
Approximately how much are you charging for tickets? \$ \_\_\_\_\_ /ticket

### ARE YOU SELLING YOUR OWN TICKETS:

- Yes, I am selling my own tickets
- It is your responsibility to NOT oversell the theatre. Seating Capacity is 316
  - Wheelchair seating: You should be asking every purchaser if they need wheelchair accessible seating, even for general admission shows.
  - Wheelchairs are placed in seats A103/104 and A107/108 with attendants in A105 and A106. There is space for a maximum of 5 wheelchairs in the 100 section. **If more wheelchair space is required please speak with the office before selling outside of the designated seats. Please inform the office 3 business days before your event if you have sold any wheelchair seats.**
  - Please note all patrons must be accounted for including babes in arms, under 2 years of age. Car seats are not permitted in the theatre unless a seat has been purchased for the car seat. Car seats cannot be placed on the floor.
  - Free admissions must have complimentary tickets.
- No, I would like to sell through the Horizon Stage Box Office & Ticketpro (additional charges apply). Ticket Agreement will be sent as a separate attachment.

Is your event: \_\_\_\_\_ RESERVED seating \_\_\_\_\_ GENERAL ADMISSION seating

**For General Admission seating events:** If you require seats to be reserved for special guests, etc please indicate how many you require and where you wish to seat them:

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Please inform the House Manager during your pre-show meeting so that our 'reserved' seating signs can be placed on the seats.

### FRONT OF HOUSE SERVICES: (Fee of \$5/hour/volunteer)

*Do you require any of the following services (check all that are required):*

Coat Check  Product/Merchandise Sales  Bar Service – requires Concession as per AGLC  Concession

Horizon Stage reserves the right to operate a Bar and/or Concession at all rental events at our discretion – all proceeds remain with Horizon Stage.

**Two ticket takers are required at every ticketed event.** If ticketed through Ticketpro ticket takers will be provided at a fee of \$5/hour/volunteer. If you are selling your own tickets you must provide two ticket takers or request the service at \$5/hour/volunteer. Please note we cannot scan in other ticket providers' tickets.

Will you be providing your own ticket takers?  Yes  No N/A  
If No, we will provide two volunteers to do ticket taking at a cost of \$5/hour/volunteer

Youth/Dance Groups and Schools: If you are providing your own concession items to sell such as water, pop, snacks (pre-packaged only) please indicate those items here:

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