

TICKET SALES CONTRACT

9930 102 Avenue, Sir Winston Churchill Square
Edmonton, AB T5J 5H7
Phone: 780-420-1757 | Fax: 780-426-5368
Email: tix@tixonthesquare.ca

Date Received:
Invoice #:
Constituent ID:
Entered: Checked:

Event Title:	
Presented by:	
Venue: Name and address	
Performance Date(s) & Time(s) Indicate maximum number of tickets TIX can sell to each performance – Default is 100 tickets / performance.	Total number of performances: _____
Ticket Prices Also include information such as: <ul style="list-style-type: none"> • Pay What You Can? • 2-for-1 Performances? • Senior eligibility, over 55/60/65? • Children eligibility, under 6/10/12? 	
Ticket Printing Ticket printing offered at 10¢ per ticket. No minimum required.	<input type="checkbox"/> YES TIX is printing tickets
	<input type="checkbox"/> NO Please email a guest list to:
	<input type="checkbox"/> NO Tickets provided by promoter
Cheque Information Cheques issued at the beginning of the month.	Legal name for cheque:
	Mailing address:
Contact Details	Name:
	Email:
	Phone:
	Website:



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Other information – Age restrictions? Audience warnings (loud noises, strobe lights, smoke)?
Estimated run time?

We sell tickets as a final sale. If you want to allow refunds and/or exchanges what procedure would you like us to follow?

<p>Media Outreach TIX can forward your press release to our contacts in print and media. \$60.00 per event.</p>	<p><input type="checkbox"/> YES send out media release <input type="checkbox"/> NO do not send media release</p>	<p>Payment Options <input type="checkbox"/> Deduct from Sales <input type="checkbox"/> Invoice</p>
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Authorizing Signature for Organization:		
_____	_____	_____
Print Name	Signature	Date
For TIX Office:		
_____	_____	_____
Print Name	Signature	Date
Per Ticket Service Charge		<input type="checkbox"/> Inclusive <input type="checkbox"/> Added on
Ticket Printing	10¢ per ticket x total tickets printed (_____) = _____	
Set-up Fee		
TOTAL		

TIX on the Square logo, website and phone number must be displayed on all promotional material and website links. Logo formats and instructions are available in the footer of our website (www.tixonthesquare.ca), under Logo Package.

Media Releases: Email your press release to tix@tixonthesquare.ca in a PDF or Word document, no more than three weeks prior to your event. If sending a PDF, include the text in the body of the email. Email graphics (200 pixels wide at 72 dpi resolution) and a short write up for our website as soon as possible.

Note: You (the promoter) are responsible for any GST on your part. TIX on the Square will recover from you, fees incurred when a customer uses Visa, Mastercard, American Express or Interac to purchase tickets. Note that TIX on the Square holds the right to deduct your invoice fee from the ticket sales should there be no payment made when your event closes. The artist/organization/client warrants that the artwork provided is original to the artist/organization/client and does not violate any copyright of any other person. The artist/organization/client shall indemnify and hold harmless the Edmonton Arts Council, its partners, employees, agents, servants and contractors for any and all losses, claims, demands, suits, actions, judgments or costs that may rise from the allegation that the artwork is not original to the artist.