

Call Number:

BOWIE CENTER FOR THE PERFORMING ARTS

Ticketing Agreement

**All events at The Bowie Center require use of the in-house ticketing system.*

The Bowie Center Ticket Office is the ticketing center for all events at The Bowie Center Ticket Office. The Bowie Center Ticket Office requires ten (5) business days to complete ticketing setup. Five (5) business days begins from the date that The Bowie Center is in receipt of all of the following items:

1. Signed event agreement by the Client & The Bowie Center Executive Director
**Include attachment of ticket prices and ticket timeline*
2. Client non-refundable deposit is paid in full
3. All necessary ticketing and performance information as required by The Bowie Center ticketing agent is properly submitted. (Includes jpg flyer)
**Client flyer must have Bowie Center logo and www.bowiecent.org*

Tickets must be sold and issued exclusively through The Bowie Center Ticket Office for all performances for safety & crowd control.

Will Call tickets require a \$2.00 charge paid by the patron (Paid events only)

\$1.50 service charge by ticketing agency on all online orders (Tickets over \$10)

\$1.00 service charge by ticketing agency on all online orders (Tickets under \$10)

\$0.25 service charge by ticketing agency on all box office credit card purchases

No service charge on free tickets online or at the box office

All free tickets must be printed at home or downloaded to a mobile device

All tickets are scanned by The Bowie Center staff

All tickets are to be sold and issued through The Bowie Center's TIX Ticketing system. Tickets from any other company or created by the client will not be honored at the door or recognized by The Bowie Center.

The Bowie Center uses a general admission and seating policy at this time.

Clients may opt for reserved seating with the understanding this will add more required ushers for the client's event.

The Bowie Center does not refund ticket purchases unless the client fails to complete their production or event or a governmental warning relating to weather or national / regional emergency is issued causing the production or event to be canceled.

Call Number:

The client may request up to 300 comp tickets for their production or event to sell on their own or distribute freely. The Center charges \$25 per 100 tickets printed for client comp requests.

Client comp request tickets are signed out by the client and no longer count against the close out of tickets and finances.

The Bowie Center will not replace lost or stolen purchased tickets nor replace lost or stolen client comp tickets.

The Bowie Center reserves the right to not honor any ticket believed to be sold on a secondary market. This includes unofficial tickets sold by the client.

The Bowie Center reserves the right to not honor any ticket by an individual who enters the theater in a altered state or with the intent to disrupt the production or event.

Unofficial Ticket Sales by Client:

***Client is responsible to pay for official tickets. / Unofficial tickets will not be exchanged by The Bowie Center FM or ticket staff for official tickets.**

***If client is unable to purchase official tickets and have a procedure to give patrons with unofficial tickets, official tickets, then the ticket booth will charge the client \$500 to exchange unofficial tickets with official tickets. (Must be paid first.)**

***Note, closeout of the ticket booth sales for the production will be delayed until a meeting is held with the ED to acknowledge that the official tickets are not part of the financial settlement with the client.**

***Meeting will be within 48 hours of the event / production.**

Ticket close out and settlement is after the production or event.

Ticket close out and settlement include a cash release to client and electronic check release of all credit card and online sales.

*Cash turned over to client immediately after production (Sign Out)

*Online and Credit card settlement is 1-2 business days after the production and then an electronic check is requested and mailed to client. (5 – 9 business days)

(Print) Name of Production Rep. Date

(Signature) Name of Production Rep. Date

The Bowie Center, Executive Director Date