

BOX OFFICE AGREEMENT FORM

(Revised November 18, 2019)

**SAULT STE. MARIE COMMUNITY THEATRE CENTRE
BOX OFFICE AGREEMENT**

BETWEEN

Sault Ste. Marie Community Theatre Centre,
Operating as Sault Community Theatre Centre ("SCTC")
Represented by the Box Office Manager
Email: saultctc@shaw.ca
293 Bay Street
Sault Ste. Marie, ON P6A 1X3
Phone: 705.945.7299

AND

(please print)

Promoter/Organization: _____

Email: _____

Address: _____

Phone: _____

Facsimile: _____

Person with authority for signing the contract: _____

FOR THE TRANSACTION OF TICKETS:

Type of Service: (a) Sale of Tickets for Coming Event: _____

or

(b) Refund of Tickets for Cancelled Event: _____

Production Title: _____

Location: _____

Date(s) Time(s): Date(s) Time(s):

Date(s)	Time(s):	Date(s)	Time(s):

Seat Selection

Admission

TICKET PRICING:

TYPE	PRE-SALE RATES			REGULAR RATES			GROUP RATES		
	Price	Tax	TOTAL	Price	Tax	TOTAL	Price	Tax	TOTAL
Senior									
Adult									
Student									
Child									
Subscription									

Seniors age _____ and over Students age _____ and under with valid student card

Children age _____ and under Groups of _____ or more

NOTE: THE CUSTOMER WILL PAY AN ADDITIONAL \$4.00 BOX OFFICE SERVICE CHARGE PER TICKET.

Taxes: Please initial appropriate box:

The Promoter/Organization confirms that it IS NOT REQUIRED to remit taxes for this production as sold by the Box Office

OR

The Promoter/Organization confirms that it IS REQUIRED to remit taxes on tickets for this presentation/production as sold by the Box Office and it therefore directs the Box Office to collect the sum of 13% on the price of each ticket sold by the box office in respect of HST and to handle, manage, and settle the said sums collected together with the Promoter/Organization's other proceeds from the sale of tickets for this production/presentation.

CHARGES TO USER GROUPS FOR THE SALE OF TICKETS:

Debit: N/C

Credit card service fee for VISA, M/C, and AMEX 3.5% of each transaction

DETAILS:

Commencement Date of Pre-Sale Tickets: _____ Code: _____

Commencement Date of General Ticket Sales: _____

Cease of Ticket Sales Date in Consultation with Promoter/Organization: _____

Please Provide a Brief Description (125 words or less) of the Presentation/Event:

OTHER SERVICES:

Coupons: _____

Poster Distribution (\$70 per 100 posters) _____

Comps: _____

Online sales (\$2.50 cost to the customer plus applicable box office service fee)

- ☒ Discretionary Tickets Released to Promoter/Organization for distribution (See Article 23.03 in the Policy and Operations Manual posted on KCTC website for details):
 - ☒ Merchandise Sales Assistance (\$15.00 per hour per person, minimum 3 hours; please provide details):
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Confirm Which Services You Want and Comments About Same:

BAR SERVICE:

The Theatre Centre provides bar service at all events, except where cancelled at the discretion of the Centre. The Centre will consider a Promoter's/Organization's request that there be no bar service at its event provided reason is given. Such a request does not assure that bar service will be cancelled.

- ☒ It is requested that there be no bar service at this event for the following reasons:
-
-
-

TIMING:

Will there be an intermission? _____ How long will the intermission be? _____

How long is the show/event? _____

Any other timing issues? _____

PRIVACY:

The Theatre Centre complies with applicable federal and provincial legislation respecting the ticket purchaser's right to privacy. We will not sell, trade, share or disseminate a ticket purchaser's personal information except with the purchaser's explicit consent, and for purposes that have been fully disclosed. The Theatre Centre Box Office asks ticket buyers for personal information in order to inform of the cancellation or scheduling changes of an event. The promoter/organization agrees that the Theatre Centre is its agent for the sole and limited purpose of selling tickets to the promoter's/organization's event. As such, and with the explicit consent of the ticket purchaser, the Theatre Centre and the promoter may use the purchaser's private to inform the purchaser of future events and opportunities. The promoter/organization agrees to limit the use any information thus received from the Theatre Centre to that purpose only, and to indemnify and save the Theatre Centre harmless from all damages and costs arising from the promoter's/organization's misuse of private information provided to it by the Theatre Centre.

All purchasers of tickets at the Theatre Centre Box Office will be asked the following question: Would you like to receive information from the Theatre and the promoter of upcoming events and opportunities? Yes/No Thank You.

A Promoter/Organization may request its patron-consented information upon written request to the Media Coordinator (Media@saultctc.ca). The information will be provided within three days of receiving the request. One

request is permitted per event. For best analytical purposes it is recommended that the request be made after completion of the event.

PUBLICITY:

☒ The Promoter/Organization agrees that the Theatre Centre may publish basic information about the event on the Theatre Centre’s website and social media platforms as it sees fit both as to content and frequency.

☒ The Promoter/Organization will provide the Theatre Centre with material for publication on the Theatre Centre’s website and social media platforms. Such material shall be according to the guidelines and requirements stated in Appendix A to this Agreement and shall conform to prevailing Canadian copyright laws and any other applicable legal requirements and regulations. The Promoter/Organization agrees to save the Theatre Centre harmless from any and all damages, penalties and costs arising from any breach of such copyright, other legal or regulatory requirements. The publicity material must be provided to the Theatre Centre in compliance with the guidelines and requirements in Appendix A at least 3 business days before it will be published on the Theatre Centre’s Website and social media platforms.

Personal cheques will NOT be accepted for an event except with the specific agreement with the Promoter/Organization, which shall be responsible for payment of the amount of the cheque plus associated fees in the event the cheque is not honoured upon presentation.

The Promoter/Organization acknowledges that the SCTC and the Box Office have no responsibility or liability for the collection of TAXES upon tickets sold at the Box Office and it indemnifies the SCTC and Box Office in respect thereof and holds them harmless from any responsibility or liability in that regard.

The Promoter/Organization also acknowledges that the SCTC and the Box Office have no responsibility or liability for SOCAN fees and it indemnifies the SCTC and Box Office in respect thereof and holds them harmless from any responsibility or liability in that regard.

The Promoter/Organization agrees that in its publicity it will indicate that the in-person purchase of tickets for its event from the Box Office will be at the “Community Theatre Box Office”. The Promoter/Organization may also provide details of the Box Office’s municipal address, location in the Station Mall, telephone number and online coordinates.

NOTE: The entering of the event into the TixHub ticket selling system may take up to 3 business days from the time the relevant information is provided to the Box Office in writing. Any changes made during the selling of tickets for this event must be made in writing, agreed to, and signed off by both parties.

Reconciliation Cheque payable to:

Agreed to and signed by:

SIGNATURES:

Authorized Representative of Promoter/Organization: _____

Box Office Manager: _____

Date: _____

GUIDELINE FOR PUBLICATION ON SCTC WEBSITE AND SOCIAL MEDIA:

The Sault Community Theatre is pleased to publicize your event according on our Website and Social Media platforms. To do this, we require you to provide your material in publishable form in accordance with the following guidelines:

Delivery: Your materials should be delivered to media@saulttc.ca by email, Dropbox, or Google drive.

Timing: Your materials must be delivered at least 7 business days in advance of your intended date of publication, although the Theatre Centre will make every effort to publish it sooner if possible.

Website Calendar and Banners: Banners will be rotated on our home page during the month of performance and will otherwise be sited from the time of posting at other locations on the website, including the ticket selling platform. Your material may include a feature image that defines your event and a written title and description of the event. Note the image standards guideline below.

Online Ticket Site: Tickets are sold on our self-standing TixHub site that is linked to the Website. Your event may be advertised on the ticket selling site too, using the same materials submitted for the Website. Note, however, that image sizing is different as indicated in the image standards guideline below.

Social Media: Your material may be posted on our Facebook and Twitter pages. On Facebook we can also co-host your event if you create one on your native Facebook page, thereby increasing viewership. Because of bandwidth limitations, we will embed links to your videos or trailers located elsewhere, for example on YouTube or marketing channels. On Social Media, we will do at least 3 posts (when tickets go on sale and two reminders during the week before the event). Events taking place at the Theatre Centre will be given more exposure. You may create your own Twitter text (consisting of no more than 140 characters) or leave it to us. Again, note the sizing requirements in the image standards guideline below.

Copyright: It is your responsibility to assure that images and text included in your materials comply with copyright laws. By agreeing to publicize your event on the Theatre Centre's Website, Ticket Selling Site and Social Media, you represent compliance and agree to save the Theatre Centre harmless from all damages, costs and penalties of any kind arising from a failure to comply with copyright laws. Images, text, trailers and videos are often available from authorized agents and publishers. The Theatre Centre takes no responsibility for the content of the material presented to it or its marketing. We reserve the right to withhold publication of materials we consider, in our sole discretion, to be in breach of the law.

Contact: Questions or concerns should be directed to media@saulttc.ca.

Sault CTC

Advertising Image Standards

Ratio 1:1
1000 x 1000 px
minimum

Profile Pictures

Facebook
Twitter
Instagram
Website Bios

Posts

Facebook
Instagram
Twitter
Event Ads

Ratio 3:2
1200 x 800 px
Minimum

Paper Media

Cards
Posters
Invitations
Business Cards

Digital Media

Event Ad
*Tixhub Ad
Tixhub Sidebar

* is the minimum requirement for all events
hosted by The Sault Community Theatre Centre

Ratio 3:1
1500 x 500 px
Minimum

Banners

TixHub
Twitter
Website
Facebook