

### **6.8.6 -- Fine Arts Center Ticket Sales for Commercial Events**

All tickets for commercial events at the Fine Arts Center will be processed through the box office using our ticket purchasing system provided by Ticketsage.

The fee for ticket sales is \$3.00 per ticket sold. It is the responsibility of the presenter to make the adjustment to their ticket prices to cover the ticket fee. The Fine Arts Center will not collect an add-on service charge for the ticketing fee, but will deduct the fees from the two scheduled payouts. Any complimentary tickets to be distributed by the presenter are to be processed through the Fine Arts Center Box Office. No other passes or tickets will be honored.

#### **Payout Distribution**

Payout distribution to commercial presenters who are renting the Fine Arts Center will occur in two payouts.

First payout will be one week before the event on all tickets sold to that date. Ticket fees up to the first payout will be deducted from the payout.

Second payout will be within one week after their event on all tickets sold between the first payout and the close of the box office on the day of the event. The payment will be by check, and may be collected at the box office or it will be mailed. The ticket service fee will be deducted from the first and second payout and will be based on the sum of the ticket numbers reflected in the two payouts.

The Director of the Fine Arts Center will contact the presenter when the check is ready if the check is to be collected at the box office.

Accompanying each payout will be a box office report on ticket sales for the rental event which details the number of ticket sales occurring during the payout period.

Non-profit fundraisers may choose to use the ticketing service at the same rate of \$3.00 per ticket sold.

All commercial events are to be approved by the Superintendent of Van Buren School District or designee.

The Fine Arts Center will need ticket pricing information one week before the on-sale date of the event.

The Fine Arts Center will also need any publicity photos and copy that the presenter wishes to use to advertise the event on our website.

Website URL is <http://centerforfinearts.org>. The ticket link is on the webpage.

Phone: 479-471-4017 Fax: 479-471-4018

Contact: Tom Watkins 479-414-8976

Presenter Signature \_\_\_\_\_ Date \_\_\_\_\_

Approved by Board of Education 05/08/12

Amended by Board of Education 05/14/13