

Chenango Arts Council Box Office Services and Policy

Event Holder shall pay a Box Office fee to help defray administrative costs incurred through Box Office sales handled during normal Chenango Arts Council (CAC) business hours (Monday-Friday, 9am-5pm).

The fee charged to Event Holders who are CAC Members is \$1.50 per ticket sold.

The fee charged to Event Holders who are NOT CAC Members is \$2.50 per ticket sold.

Please be aware that CAC charges ticket purchasers a handling fee for credit card use.

If you intend to sell tickets through the CAC Box Office, please complete, print, sign and bring this form to the office when dropping off your tickets.

Event Holder (group holding event):

Event Name:

Date of Event:

Location of Event:

Is Event Holder CAC Member?

Date Tickets Dropped Off at CAC Office:

Ticket Numbers/Range:

Date Tickets to be Picked Up (after the event):

I have read, understand and agree to the above Box Office Policy:

Signature of Designated Event Holder Representative

Date

FOR OFFICE USE:

Number of tickets sold _____ CAC Member x \$1.50 = _____

_____ Non Member x \$2.50 = _____

Ticket Numbers/Range Returned to Event Holder:

Cash Received / Given to Event Holder:

Checks Received / Given to Event Holder:

Credit Card Sales on Behalf of Event Holder:

Accepted By: _____

Signature of Designated Event Holder Representative

Signature of Transacting Office Staff

Date