



Address
 2602 – 59 Avenue
 Lloydminster, AB/SK T9V 3N7

Phone (780) 872-7400
Fax (780) 872-7501
Email: box.office@vicjubatheatre.ca

Application for Ticket Services

Event Name (for website & tickets)	
Event Location include Room Name	
Address of Venue:	
Event Host / Sponsors: (To be Printed on Ticket)	
Business/Organizational Name:	
Mailing Address:	
City, Province and Postal Code:	
Contact Person of Organization:	
Phone:	
Fax:	
E-Mail:	
Website:	
Type of Event (i.e., Concert):	
Running Time of Event:	

Date(s) of Event	Event Time(s) (Doors Open: 5:00 pm, Reception: 5:30 pm, Dinner: 6:00 pm)
1.	
2.	
When do you want ticket sales to stop at the Box Office and Online?	
Where can people pick up tickets on event day? And at what time?	

Box Office:	
Is this a public event or function?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Seating: Reserved or Festival	<input type="checkbox"/> Reserved <input type="checkbox"/> Festival
Number of Tickets to Be Made Available for Sale (if not, reserved seating)	
Will post-secondary students be offered student rates?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A

Box Office Ticket Pricing (including GST if applicable): Our Surcharge of \$3.15 must be included in Ticket Prices Below			
Adults:	\$		
Seniors:	\$	Age:	& over
Students:	\$	Age:	& under
Children:	\$	Age:	& under
GL #	Mail List #	Contract #	



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Reserved Seating / Complimentary Tickets

If you require seats to be held back for sponsors or others, please indicate how many and location (if reserved seating). If you wish specific individuals or businesses to receive complimentary tickets, please provide a list of names and the number required.

There is a charge of \$3.00 + GST (\$3.15) / complimentary ticket. Charges will be applied to the renter's final invoice.

Event Description

Please give a brief description of your event to be used on ticket website. Please indicate if this event is suitable for family? What ages? Are there any dress requirements; i.e., Formal? Is there bar service? Is there a concession? Please forward a photo to box.office@vicjubatheatre.ca for your event to be used on the website.

Guidelines for Ticket Services

1. If your event is cancelled, for whatever reason, there is a \$1.50/ticket processing fee to refund tickets.
2. Please allow our Accounting & HR Administrator 5 business days to issue a cheque for your Box Office receipts.
3. The Box Office & FOH Administrator will contact you when your "Will Call" tickets have been printed and are ready to be picked up at the Box Office.
4. A record of ticket purchasers (and their seat number) will be provided to you when you pick up your "Will Call" tickets.
5. There is a 3% surcharge on all VISA & MasterCard sales charged to the rental client.
6. We will print additional tickets for you to sell at the door if your event is not sold out.
7. New venue maps will take up to 4 weeks to create.

After you have returned our Application for Ticket Services, please allow up to 7 days for the Theatre to prepare your ticket agreement and set tickets up on Box Office system. Advertising of your event must not begin until the box office has confirmed that your tickets are ready to sell.

Questions:

If you have any questions about this Application form, please contact Bridget in the Box Office at (780) 872-7400 or email her at box.office@vicjubatheatre.ca.

(Sign name)

(Print name)

(Date)