

FINE ARTS TICKET OFFICE RATES 2011-2012

5% OF TOTAL GROSS SALES (minimum of 50% of potential house sales)

\$0.15 PER TICKET FEE FOR TICKET STOCK

\$50.00 SET-UP FEE

\$1.50 PER TICKET SOLD

(Charged to patron at the time of sale, unless otherwise stated)

\$11.75 Per Cashier On Site Ticket Sales

(minimum of 2)

A minimum of 3 weeks prior to the performance date is needed to set up the event in the Ticketmaster system. No event held at the University Theatre will be set up in the Ticketmaster system until the reservation deposit has been paid. In the event that a production is cancelled, the above charges will be the responsibility of the sponsoring department. In case of a canceled event, the department is responsible for all refunds.

All ticketed events held at the University Theatre must use our Fine Arts Ticket Office services.

Complimentary Tickets Policy: Every event is entitled to 5% of the house capacity as complimentary tickets. Any complimentary tickets over this amount will be treated as if they were sold and all associated fees will apply.