



Day-of-Show Ticketing Event Contract

Faneuil Hall and Copley Square Booths

Questions? Please Contact:

Joe Donlavey
Director of Ticketing and Tourism
joed@artsboston.org
617.262.8632 x232 (Thu-Mon)

PLEASE NOTE:

You must sign or initial on the last page that you agree with the *ArtsBoston Terms and Conditions*. No shows can be listed at the Booths without this agreement.

Contact Information

Member Group:	
Contact Name:	
Contact Email:	
Contact Telephone:	
Box Office Telephone:	
Box Office Fax:	
Make reimbursement check payable to:	

Event Information

Full Title of Event:	
Location of Event: (including street address)	
Run Time:	
Intermissions: yes/no	
Other information: (ie family friendly, strobe lights used, etc)	



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Ticket Allotments

Please list each individual date and show time separately. (use additional sheet if necessary)

SAMPLE

Day of Week	Date	Time	# of Tix allotted	Full Price (without restoration fee)	Restoration Fee (if none, leave blank)	½ Price (Includes Restoration Fee)
Friday	June 25, 2010	8pm	25	\$30	\$2	\$17

Ticket Information

Type of seating (Reserved or General Admission):	
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If Reserved please enter section (e.g. orchestra, mezz, balc), row, and seat locations

Accessibility Information

Yes / No / Other (e.g. parking on street)

Wheelchair Accessible:	
Assisted Listening Devices:	
ASL Interpreted (list dates if yes)	
MBTA Accessible: if so please indicate line and stop	
Free Parking:	





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Contract Submission Details:

Email this form to: joed@artsboston.org

OR fax this form to: (617) 723-8009 Attn: Joe Donlavey

_____ By submitting this form, I acknowledge that I have read and agree to the ArtsBoston Terms and Conditions (X on the line)

ArtsBoston Terms and Conditions

The Producer agrees to reserve the specified number of tickets at the indicated face values for all performances listed. ArtsBoston agrees to publicize tickets for these performances through the BosTix Box Office, the daily email and the website listings. If ArtsBoston receives orders for more than the number of tickets reserved, the maximum may be increased with the Producer's permission. Producers should be aware that BosTix tickets are printed on Ticketmaster ticket stock.

ArtsBoston will mail payment to the Producer on a weekly basis for all tickets sold. Payment per ticket is half of the face value. *Please note: if you owe ArtsBoston money for any reason, if your membership with ArtsBoston is not up to date or if ArtsBoston does not have a signed copy of the event form, ArtsBoston can withhold your reimbursement until all these matters are settled.*

It is the member group's responsibility to call in at the end of each day to get their count before we close. BosTix closes at 6pm Mon-Sat and 4pm Sun. We recommend groups call at least 15 min before we close to ensure all groups get their numbers for the day. Call (617) 723-8915 Tues-Sun and (617) 536-8800 if you are calling for a show on Monday.