

South Holland Centre Ticket Agency Form

In exchange for a **10%** commission charge for South Holland based voluntary & community groups, clubs & societies or a **15%** commission charge for commercial organisations, the South Holland Centre will undertake a complete Box Office service. This includes:

24 hour online booking

A professional, manned Box Office open 9.30am to 8.30pm Monday to Saturday

The supply and printing of tickets through the Centre's computerised Box Office system

Credit/debit card sales, including online sales, undertaken at no extra cost

Provision of an itemised print out on all sales made

To ensure all tickets details are accurate, please complete the following:

Title of Event / Text on Ticket	<input type="text"/>		
Date(s)	<input type="text"/>	Start time	<input type="text"/>
Ticket prices	Full <input type="text"/>	Concession price	<input type="text"/>
Please state which group or groups qualify for your concessions	<input type="text"/>		
Tickets to go on sale by	<input type="text"/>	Number of tickets to go on sale at SHC	<input type="text"/>
Name of organiser (s)	<input type="text"/>		
Address	<input type="text"/>		
Telephone	Landline <input type="text"/>	Mobile	<input type="text"/>
E-mail address	<input type="text"/>		
Website Address	<input type="text"/>		

Does your event contain **LIVE** music **YES** **NO** (If so, Performing Rights Society charges may be passed on to any hirer of the Centre)

BACS details required: (After the commission is deducted the balance will be sent by BACS.)

Account Name	<input type="text"/>		
Account Number	<input type="text"/>	Sort Code	<input type="text"/>

Please give us as much information as possible about your event to assist the Box Office staff and to provide details for our website.

If you would like to go on our Website please send an appropriate image to our Marketing Manager Andrea King at: aking@sholland.gov.uk
I am aged over 18 and agree to the terms and conditions above.

Signed

Date