



## Ticket Agency Application

### Hiring the South Holland Centre's Box Office Services

Please print, complete, sign and return this form to sell your event tickets through the South Holland Centre Box Office.

In exchange for a 15% commission charge for commercial organisations or a 10% commission charge for South Holland based non-profit making voluntary, charity and community organisations, the South Holland Centre will undertake a complete Box Office service. This includes:

- 24 hour online booking
- A professionally manned Box Office service open from 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
- Regular provision of sales reports

**TITLE OF EVENT:**

**PERFORMING COMPANY / ORGANISING BODY:**

**STATUS OF EVENT / ORGANISING BODY:**

*Non-profit making community or charity / commercial*

**VENUE / WHERE THE EVENT IS TAKING PLACE :**

**YOUR SHOW SCHEDULE:**

*Please state all dates, start times and approximate finish times of performances.*

**TICKET PRICES:**

*Please complete all that apply:*

*General concessions: these apply to: over 60s & under 16s, unwaged, disabled & companion.*

*Family Ticket: Applies to a minimum of four people in a group (no max) which includes a maximum of two adults aged 16 or over.*

*Groups: Please include the qualifying group size as well as the rate : EG £10 per ticket for groups of 8+.*

<b>FULL:</b>	<b>GENERAL CONCESSIONS:</b>
<b>FAMILY TICKET:</b>	<b>GROUPS:</b>
<b>OTHER:</b>	<b>OTHER:</b>

**GUIDANCE AND WARNINGS FOR AUDIENCES:**

*Please state age appropriate guidance and any performance warnings eg: strobe lighting, strong language etc. non-exhaustive.*

**TICKET RELEASE DATE:**

*When you would like tickets to go on sale?*



# SOUTH HOLLAND CENTRE

80 words max

**EVENT COPY:**

*This is your selling message to potential ticket buyers. A description of the event which will be displayed on our website. Please use additional sheet if necessary.*

**EVENT IMAGE(S)**

*In addition, please include at least one high-resolution j.peg image to accompany your text. One portrait and one landscape image is preferred where possible. Images should be emailed to atait@sholland.gov.uk*

Please tick if additional sheet included

**IF YOUR EVENT IS AT THE SOUTH HOLLAND CENTRE:**

**PLEASE STATE WHETHER SEATING IS**

**RESERVED:** audiences book a specific seat from the auditorium plan  
**OR UNRESERVED:** audiences file in to any seat / space. Used for any location.

**IF UNRESERVED SEATING, PLEASE STATE NUMBER OF TICKETS TO GO ON SALE**

**TICKET HOLDS**

*Please state the number of and location of any seat holds, EG for cast, orchestra, filming, complimentary VIPS.*

**DOES YOUR EVENT CONTAIN LIVE MUSIC?**

**IF YOUR EVENT IS AT ANY OTHER VENUE:**

**PLEASE STATE WHETHER SEATING IS**

**RESERVED:** audiences book a specific seat from a plan. NB.Charges apply for new reserved plans  
**OR UNRESERVED:** more commonly used for ticket agency sales, where audiences file in to any seat/space. No unreserved plan set up fees.

**IF UNRESERVED SEATING, PLEASE STATE NUMBER OF TICKETS YOU WANT US TO SELL**

*Please include number of wheelchair spaces & other specific seating arrangements available.*

**TICKETS**

*Please state if you are issuing your own branded tickets or if you would like to use the South Holland Centre's tickets.*

**ON THE DOOR ADMITTANCE**

*Where purchase is made online, will you accept the customer's ticket purchase confirmation email or is admittance by ticket only?*

**VENUE DETAILS:**

*Please state any information which will help us inform your ticket buyers: EG parking, access, refreshments, door /gate opening times etc. Continue on separate sheet if necessary.*

**PROMOTION OPPORTUNITY**

*Would you like to be contacted about placing a half A5 advert in our printed brochure?*

**MARKETING CONTACT:**

Name, email and telephone(s) of the person dealing with the promotion of your event(s)

**SALES REPORTING CONTACT:**

Name, email and telephone(s) of the person we should send regular sales updates to.

**FINANCIAL ADMINISTRATION CONTACT:**

Name, email and telephone(s) contact regarding invoices and payments.

**AUTHORISED HIRER CONTACT:**

Your Name

Name of organisation you represent

Address

Email

Telephone: landline | mobile

Website

**AGREEMENT:**

I make application for the use of the South Holland Centre Box Office Service at the scale of current charges stated on page 1 of this application form. I confirm that all information stated is correct. I am aged 18 or over and understand the terms of this agreement which will come into force after acceptance by the South Holland Centre (South Holland District Council).

Authorised signature

Date

Please return completed form to: South Holland Centre, Marketing Manager, Market Place, Spalding, Lincolnshire, PE11 1SS  
For enquiries or assistance please contact 01775 764818 or email [atait@sholland.gov.uk](mailto:atait@sholland.gov.uk)

**Applicant submission checklist:**

Completed & signed copy of application form

An event image emailed to [atait@sholland.gov.uk](mailto:atait@sholland.gov.uk)

Tickets to South Holland Centre. *If using own for alternative venue.*

**Office use only:**