



## Custom Off-Site Ticket Sales

*The Port Theatre Ticket Centre – your ticketing agent!*

**Contact Chris Theuerkorn – Booking Coordinator**  
**250.754.4555 ext. 302 or ctheuerkorn@porttheatre.com**

Tickets sold for off-site events are green ticket stock & printed at the time of each sale.  
 GST is applicable on all products & services.

**Set Up Fee:** \$200 per performance (discounts for multiple performances see chart below).

|                                |                       |              |
|--------------------------------|-----------------------|--------------|
| <b>1-3</b> performances        | \$200 per performance | No discount  |
| <b>4-10</b> performances       | \$160 per performance | 20% discount |
| <b>11 or more</b> performances | \$120 per performance | 40% discount |

**Non-Refundable Deposit:** \$200 due with signed contract prior to your on-sale date. If event is cancelled, deposit is retained and an administration fee may be charged for refunding ticket revenue.

**Credit Card Charges Visa & MasterCard Accepted:** 3% from all tickets purchased with a credit card.

**Consignment (to sell at another location) or Complimentary Ticket Printing:**

|  |                   |
|--|-------------------|
| Per ticket printing charge up to 20% of seating capacity | \$0.25 per ticket |
| Per ticket printing charge over 20% capacity             | \$2.50 per ticket |

**Considerations:**

- Ticket revenue collected by The Port Theatre is held “in trust” for the buyer. There can be no cash draw prior to your event.
- The Port Theatre phone number & website are to appear on all publicity.
- Your event will be posted on The Port Theatre website with a link to buy online.
- Your event will be emailed to a database of approx. 14,000 regional households.
- Ticket buyers’ contact information will be collected for your future use – emails or mailing. Use of this information shall be in accordance with The Privacy Act and Anti-Spam Legislation.
- You will receive emailed ticket status reports regularly.

**Order Fees will be charged to the ticket buyer and retained by The Port Theatre:**

|                                |                   |
|--------------------------------|-------------------|
| Tickets over \$15              | \$2.50 per ticket |
| Tickets \$15 and under         | \$1.50 per ticket |
| Mailing fee on internet orders | \$1.50 per order  |

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### Just Ticket Printing – your organization sells:

**Set Up fee:** \$100 per performance

**Printing Charge:** \$0.25 per ticket