



## Custom Off-Site Ticket Sales

**Contact:** Mya Wilson mwilson@porttheatre.com or (250) 754-4555 ext 302

Tickets sold for off-site events are green ticket stock & printed at the time of each sale.  
GST is applicable on all products & services. Advertised ticket prices must include \$3.50 order fee and GST

**Set Up Fee:** \$220 per performance

**Non-Refundable Deposit:** \$220 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:**

Complimentary/Consignment up to 20%

\$3.50 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. 16,000 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 built into the advertised ticket price and retained by The Port Theatre:**

Tickets over \$15	\$3.50 per ticket
Tickets \$15 and under	\$1.50 per ticket
Mailing fee on internet orders	\$2.00 per order

**Just Ticket Printing - your organization sells:**

Set Up fee: \$100 per performance  
Printing Charge: \$0.25 per ticket