

EventTicketingCentre

TICKET SALES AGREEMENT

1. Contracting Parties

EventTicketingCentre (Regent on Broadway) and _____ "the Promoter".

The Management for EventTicketingCentre ticketing is located at Regent on Broadway, 53 Broadway Avenue, Palmerston North.

2. Intent of Agreement

To contract EventTicketingCentre (Regent on Broadway) and thereby TicketDirect and all TicketDirect regional and main centre outlets as an event-ticketing agent for the following event or series of events.

3. Event or series of events

(Event name) _____ (date span) _____

(Note: or full details provided in an attached event schedule.)

4. Period of Agreement

This agreement shall commence _____ (start sales date)

and conclude on _____ (end sales date).

5. Signed

For EventTicketingCentre
Regent on Broadway

For the Promoter

Name/Date

Name/Date

6. EventTicketingCentre (Regent on Broadway) Responsibilities

- Provide an electronic event ticketing service for the event/s subject to our standard booking conditions (refer clause 8) and ticket office hours which are normally 9.00am to 5.30pm weekdays and 10.00am to 2.00pm Saturdays. One hour prior to the start of an event and to remain open until the interval of that event or one hour after the event start time. Closed on all statutory public holidays unless by prior arrangement.
- Provide in person, telephone, mail, facsimile and internet ticketing sales services.

- Provide an information service for the event/s.
- Using the standard ticket layout, print the event details as provided onto secure ticket stock.
- Tax invoice/receipts are only provided when requested by the purchaser.
- Display promotional material at the ticket sales outlet/s.
- Receive payments (cash, cheque, eftpos and credit card payments) from customers for the sale of tickets to the event/s.
- Hold all ticketing revenue in a Trust Account until the commencement of the event/s.
- Provide ticket sales reports via a promoter accessed website (www.tdontour.co.nz) bearing in mind this is an internet based service which gathers and stores event data but may not always have the current data due to internet interruptions.
- Provide a detailed and accurate reconciliation of all ticket sales at the conclusion of the event/s.

7. Promoter Responsibilities

- Provide full details of the event (charges, dates, times, restrictions, conditions of entry, etc.)
- Promote the event/s.
- Ensure all promotional material and advertising meets the requirements of the Fair Trading Act. Promoters must ensure that all advertising or promotional material includes the ticket price inclusive of inside charges. All advertising and promotional material **must** also include the sentence “**Service or credit card fees may apply**”.
- The promoter must ensure all advertising includes “TicketDirect” as the event ticketing provider. All media advertising must be approved and signed off by EventTicketingCentre management.
- Any promotion which has incurred agreed costs will be deducted from the event income.
- The promoter will organise with venue management, door/gate staff to validate tickets on entry to the event.

8. Standard Booking Conditions

- No refunds will be given on lost, damaged or stolen tickets.
- In the event of an event being cancelled, a full refund inclusive of all service fees charged will be provided to the purchaser.
- Purchaser details are collected by EventTicketingCentre in accordance with the Privacy Act to manage and administer an electronic event ticketing service for reasons of purchaser security and audience development promotions and will not be released to any external organisation or the promoter without the consent of the purchaser.

9. Fees, Charges and Payments

- The Promoter shall pay to EventTicketingCentre a ticketing service fee (known in the industry as an inside charge) per ticket (including print for alternative sale and complimentary tickets). This non-refundable fee is to be included within the advertised face value ticket price.
- Ticketing services provided on the day of the event at venues other than the Regent on Broadway may incur additional labour charges (normally 3 hour minimum staff rate at \$34.00 per hour excluding GST).
- Merchant charges (credit card fees) are normally passed on to the purchaser. The fee is 2.5% of the gross credit card transaction charge.
- The Promoter shall pay to EventTicketingCentre \$0.80 per ticket printing fee for all tickets required for complimentary tickets.
- The Promoter shall pay to EventTicketingCentre \$2.50 per ticket printing fee for all tickets required for resale.
- At the conclusion of the event, EventTicketingCentre will pay to the promoter gross ticket revenue less inside charges, outside charges, (merchant fees, if by arrangement, have not on-charged to the purchaser) and printing fees within three business days of the last event unless agreed otherwise.
- EventTicketingCentre will deduct any venue hire charges and venue expenses from the event ticket revenue payment due to the promoter.
- Should EventTicketingCentre charges and any venue hire charges exceed gross ticket revenue received, an invoice for these charges will be raised and payable by the promoter within 7 days of the conclusion of the event.

10. Inside Charges including GST (included within the advertised ticket price, **payable by the promoter**)

Ticket Price Range	Promoter Fee per ticket (Inside Charge)
\$ 0.00 to \$ 9.99	\$1.00
\$10.00 to \$19.99	\$1.50
\$20.00 to \$39.99	\$1.90
\$40.00 to \$49.99	\$2.15
\$50.00 to \$69.99	\$2.25
\$70.00 to \$149.99	\$3.50
\$150.00 and upwards	\$4.00
Complimentary tickets.	\$0.80

11. Outside Charges including GST

Also known as **Service or Transaction Fees** (apply on all outlet & internet sales, added to the ticket price, **payable by the purchaser**)

Sales Method	Purchaser Fee
Counter Sales: all tickets up to \$9.99	\$1.50 per ticket
Counter sales: all tickets from \$10.00 onwards	\$2.50 per ticket
Phone Sales: all tickets	\$2.50 per ticket
Internet Sales: all tickets	\$1.50 per ticket

12. Delivery Charges including GST

For the delivery of tickets to the customer as by arrangement with the customer during the transaction. (**payable by the purchaser, non-refundable**)

Delivery Type	Charge
Print your own (internet and phone sales)	\$0.00
Internet sale for pickup at the venue	\$3.00 per transaction
Standard mail	\$4.00 per transaction
Courier to residential address	\$8.00 per transaction
Courier to rural address	\$12.00 per transaction

13. Other Charges including GST

Charge Type	Promoter Fee
Printing Fee: where tickets are provided for alternative distribution	\$2.50 per Ticket
Credit Card Charges (if applicable)	2.5% of Gross Amount

14. Promotion and Marketing

As part of your EventTicketingCentre marketing package we would like to help you promote your event as best we can.

EventTicketingCentre will provide a logo for inclusion in all advertising.

Telephone numbers to be used in all advertising are 0800 224 224 and/or 06 357 9740.

Promoters must ensure that all advertising or promotional material which advises the ticket price must advertise the ticket price inclusive of inside charges and **must** also include the wording "**Service or credit card fees may apply**".

Room to display posters and brochures is available in the Regent on Broadway EventTicketingCentre ticketing outlet. Please take advantage of this to promote your event.

- For window advertising, all material must be A1 or A3 (Portrait) in size.
- Display space for A1 and smaller posters is available on the walls inside the ticketing outlet and inside the foyer of the Regent on Broadway.
- There is also counter and wall space available for displaying flyers and brochures.

If the event is being performed at the Regent on Broadway then the event details will be listed on the Regent on Broadway website (www.regent.co.nz).

The EventTicketingCentre will endeavour to provide the following additional marketing services:

- Inclusion in the "TicketDirect" weekly free to door Tribune Newspaper "What's On" column
- Inclusion in the "Regent on Broadway" weekly free to door Guardian Newspaper "What's On" column (if the event is being performed at the Regent on Broadway)
- Advertising on the TicketDirect Website www.ticketdirect.co.nz
- Advertising on the Eventfinder Website www.eventfinder.co.nz
- Fortnightly mail out of flyers and posters to all local TicketDirect outlets
- Advertising within our monthly Regent on Broadway E-Newsletter (if the event is being performed at the Regent on Broadway)
- Advertising on the in-house TV display screens

Website Graphics

Please supply high resolution images in JPEG, PNG or PDF format.

Please provide images in the following sizes:

- For TicketDirect web site 960px (wide) x 444px (high)
- For Regent on Broadway web site 202px (wide) x 58px (high)
- For in-house display screens 1920px (wide) x 1080px (high)
- For monthly E-news 591px (wide) x 555px (high)

Please e-mail your event logo, photos and graphics to bookings@regent.co.nz

Local TicketDirect Outlets

EventTicketingCentre Regent on Broadway	53 Broadway Avenue, Palmerston North	06 357 9740
Central Energy Trust Arena (Administration Office)	Pascal Street, Palmerston North	06 356 1505
Feilding Information Centre	Manchester Square, Feilding	06 323 3318
Dannevirke Information Centre	High Street, Dannevirke	06 374 4167
PN Convention Centre	354 Main Street, Palmerston North	06 358 0000

15. Event Cancellation

- Should the event be cancelled for any reason, the promoter must, at their cost, make every effort to promote such cancellation via the local media.
- A full refund inclusive of service fees will be provided to customers on presentation of a valid ticket.
- The Promoter shall pay to EventTicketingCentre (Regent on Broadway) an amount equal to twice the inside charge per ticket plus any service fees which have been refunded to ticket purchasers and therefore due to TicketDirect venues or retail outlet partners.

16. Setup Information

Title:	
Event Date:	
Presale Begins:	
General Public Sales Begin:	
End Sales:	
Show Start Time:	
Box Office Open:	1 Hour prior to show start time unless previously arranged
Doors Open:	30 Mins prior to show start time unless previously arranged
Venue:	
Venue Address:	
Interval if Applicable:	
Approx Finish Time:	
Seating Type:	General Admission or Reserved Seating
Seating Restrictions:	Sell Stalls First or Sell Stalls & Circle Together
Promoter Holds: Please indicate the number required and your preferred location.	
Synopsis: (or attach separately) To be used on our web site and any local media.	

Event Logo for Ticket: There is a \$225 charge to set up a new ticket with a logo.	Yes / No
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Ticket Header Details

Would you like an email of the ticket header to proof before tickets go on sale? **Yes or No**

17. Contact Details

Name:	
Organisation:	
Address:	
City:	
Postcode:	
Phone:	
Mobile:	
Email:	
Web Address:	
Include deposit slip or supply bank account details below	
Bank Name:	
Bank Branch:	
Account Name:	
Account Number:	

18. Event Date(s) & Time(s)

Day	Date	Time
eg: Thursday	14 November	7.00pm

19. Ticket Prices (Refer to Clause 10 for charges)

If zoned pricing is required, please indicate in the locations below. To provide details as to the required venue split for zoned pricing, please request or download a venue seating map (www.regent.co.nz) and list or highlight the number of seats required in each zone.

Type	Criteria (e.g. Child 13 years and over)	General Admission	Price 1 Premium	Price 2 A Reserve	Price 3 B Reserve	Price 4 C Reserve	Price 5 D Reserve
Adult							
Child (specify age)							
Concession							
Senior (65+ with ID)							
Student (with ID)							
Group (specify size)							

Please Note:

- Theatre policy specifies that children 12 months and over must purchase a ticket.
- A group of 10 is the maximum allowable purchase on the TicketDirect website.
- **It will be assumed that all credit card associated fees will be passed on to the customer unless advised otherwise.**

20. Type of Event

Theatre Presentation Festival Fashion Awards Movie Comedy Circus

Dance

- Ballet Classical Contemporary Musical Theatre Children World (ethnic, cultural)
Family Expo Other

Music

- Classical Chamber Opera Orchestral Choral World (ethnic, cultural) Popular
Contemporary Country Family

21. Sales Information

Would you like to be provided with internet access to up to date sales information of your event? This can be viewed online at your own convenience at www.tdontour.co.nz

Yes or No

(If yes, your user name and password will be emailed to you upon event setup.)

If you already have a TD on Tour login, please provide your existing login details:
