

THEATRE ORANGEVILLE - BOX OFFICE RIDER

ORANGEVILLE TOWN HALL OPERA HOUSE

If Box Office service, receptions, and/or concessions are required, this form must be completed in full and submitted to:

Marsha Grant

Office Manager, Theatre Orangeville

E-mail: mgrant@theatreorangeville.ca

87 Broadway, Orangeville, ON L9W 1K1

Opera House: 519-942-3423 Ext. 2803

Fax: 519-942-9978

CONTACT DETAILS

Title of Event/Show: _____

Contact Name: _____

Phone: _____

E-mail: _____

TICKET SALES

Please check mark how tickets will be sold. Applicant would like

_____ to independently sell **GENERAL ADMISSION** tickets.

_____ Theatre Orangeville Box Office to sell **RESERVED SEATING** tickets. (patrons may use VISA, Mastercard, Debit, Cheques, or Cash)

_____ to request secure online ticket services (\$25 + HST Set-up)

NOTE: Patrons will pay an additional \$2/order for this online service.

What is the expected attendance for the event? _____ of 270 seats

'DOOR SALES' BOX OFFICE SERVICE

Theatre Orangeville offers the services of one Box Office attendant to sell tickets prior to each performance/event at a rate of \$20 + HST per hour (minimum of 1.5 hours).

Please indicate if these services are required: YES/NO

If YES, how many hours: _____

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TICKET INFORMATION

Please do not advertise the event until all ticketing arrangements are finalized with Theatre Orangeville. The advertised price should include all tax and fees.

	Ticket Price	Handling Charge (If applicable)	FINAL PRICE
Adult		\$3.00	
Senior		\$3.00	
Student		\$3.00	
Child		\$3.00	
Group		\$3.00	

NOTE: Handling charges only apply if TOV Box Office is selling the tickets.

INFORMATION TO BE PRINTED ON THE TICKETS (If using Box Office)

Please fill in the following information it should appear on the tickets.

Name of Presenter: _____

Show Title: _____

Date and Time: _____

In addition, the following information is automatically printed on TOV tickets.

ORANGEVILLE TOWN HALL OPERA HOUSE

87 Broadway, Orangeville ON L9W 1K1

Box Office (519) 942-3423

tickets@theatreorangeville.ca

COMPLIMENTARY TICKETS

Number of complimentary tickets requested: _____

NOTE: The Applicant must pay a handling fee of \$3.00 per complimentary ticket.

Complimentary tickets show a price of \$0.00 on them.

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THE SHOW/EVENT

Please provide a short description of the show/event as this information will be used to inform potential customers when they contact the Box Office:

Will a poster be provided for the Upcoming Events board? YES/NO

Will programs be distributed at the event? YES/NO

RECEPTIONS

Is a reception planned at the Opera House before or after the event? YES/NO

If so:

Start time of reception: _____

End time: _____ (Midnight at the latest)

Location:

Town Hall Atrium (Ground Floor) YES/NO

Opera House Lobby (Second Floor) YES/NO

Number of tables: ___ of 6

Number of chairs: ___ of 10

Are catering services being employed? YES/NO

NOTE: All set-up for a reception is the responsibility of the Applicant under the advisement of the Technical Director. The House Manager can advise as to chair and table storage locations. No dressing (table cloths, cutlery, dishes, etc.) will be provided and is the responsibility of the Applicant to source and acquire. Special permission must be received from the Town of Orangeville in order to use the Town Hall atrium for a reception. Upon request, TOV can arrange this.

A liquor license must be purchased from the LCBO and displayed prominently during the reception/event if alcohol is being served.

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OPERA HOUSE POLICIES

While patrons are in the Orangeville Town Hall, the House Manager will supervise the event. The House Manager will also arrange and manage volunteer ushers with a working knowledge of fire and safety regulations in the building.

Front of House requires 4 seats be held for seating conflicts. Contact Marsha Grant for details.

Latecomers cannot be seated until there is a suitable break in the program. This will be determined at the discretion of TOV staff: House Manager, Technical Director, and Stage Manager.

Cameras, recording devices and refreshments (except water) are not permitted in the Theatre.

The Orangeville Town Hall Opera House is a designated non-smoking building.

CONCESSIONS AND MERCHANDISE

Are concession services required: YES/NO

NOTE: Water, soft drinks and ice-cream are sold in concessions.

If not, will independent concessions be employed? YES/NO

Will merchandise be sold in the lobby? YES/NO

NOTE: All goods sold on the premises are subject to a 15% commission, plus HST. This fee is payable to Theatre Orangeville and will be collected by the House Manager immediately following each show.

LOTTERY

Will a lottery be held? YES/NO

If so:

Lottery License Number: _____

Type of lottery being held: _____

NOTE: A lottery license must be obtained through the OLG. This can be acquired at the "Administration" counter at Orangeville Town Hall.