



Santa Cruz County Actors' Theatre
1001 Center Street, Suite 12
Santa Cruz, CA 95060

**Santa Cruz County Actors' Theatre
Box Office Service Agreement**

This agreement made and entered into on _____
(date) by and between

_____ (Actors' Theatre Managing Director) and

_____ (Renter/User Offering Tickets for Sale to the Public)

Covers required use of Santa Cruz County Actors' Theatre Box Office Services offer tickets for sale to the public to the following event(s)

Name/Date(s) of Event).

Terms

The Santa Cruz Actors' Theatre Box Office Service, will provide the Renter/User identified above with complete pre-event and event box office services, including online sales, day of event box office staffing support and patron data collection. Ticket fee surcharges to be borne by the Renter/User or patron include:

- a) Per ticket processing /administrative fee of \$1.00
- b) 3.5% credit card merchant account fees assessed by Audience View Ticketing software on the face value of the ticket and deducted from ticket revenue to the Renter/User.
- c) Online purchase fees assessed through Audience View Ticketing software
- d) Ticket mailing charges of \$2.00 per order (paid by the patron only when such service is requested).

Actors' Theatre's Managing Director will review fees and surcharges with presenter when setting up the event in Audience View software.

All funds due to the Actors' Theatre Box Office and all additional fees and surcharges as above, will be deducted from the gross ticket sales and retained by Actors' Theatre Box Office in consideration for these services. The remaining ticket sales revenue, less any funds due Santa Cruz County Actors' Theatre

for base daily use fees and all other facility use charges, will be remitted to the Renter/User identified on this Agreement Form *no later than 3 weeks following the event.*

All individual/s signing this Santa Cruz County Actors' Theatre Box Office Service Agreement warrant and represent that they have the full power and authority to enter into this agreement and fully perform in accordance with the terms thereof.

Renter/User and Santa Cruz County Actors' Theatre hereby accept and agree to be bound by terms and conditions as outlined herein.

Renter/User Representative _____

Date: _____

Santa Cruz County Actors' Theatre Managing Director _____

Date: _____