

BOOKINGS

Date bookings open	
Person to be informed of progressive sales	
Email address to send through weekly reports	

HIRERS TICKETS

Person authorised to issue complimentaries		Preferred location
Number of company tickets to be held		
Number of Promotional Giveaway Tickets to be held		

Note: If competition tickets are given away please notify the box office of the winner names.

Estimated Audience	
For non-ticketed events such as conferences and seminars, please indicate expected attendance to assist with staff rostering.	

ADVERTISED PRICES

Ticket Type	Hirers Ticket Price	GST Charge	*Total Ticket Price GST Inc.	Ticket Handling Fee	Advertised Price
Early Bird Price End date:					
Adult					
Concession					
Child*					
Family (2adult + 2child)					
Group Please circle: 6+ 8+ 10+					
Other					
Other					

Please ensure Advertised Price column is completed this is the gross price advertised to public.

It is not compulsory to complete entire grid as it is provided for your calculation purposes.

*Please stipulate cut off age for Child tickets ie U16

TICKET HANDLING FEE

Ref: City of Port Lincoln Fees and Charges Schedule

Ticket Price	Ticket Handling Fee GST Inc.
Complimentary	\$2.00
\$5.00 or less	\$2.00
\$5.01 to \$15.00	\$3.00
\$15.01 to \$25.00	\$5.00
\$25.01 to \$50.00	\$5.50
Over \$50.00	\$6.00
Eftpos Handling fee	3%

The ticket handling fee for ALL tickets is aligned to the highest ticket price and is calculated on the *Total Ticket Price GST Inclusive.

EXAMPLES FOR COMPLETING ADVERTISED PRICES GRID

Based on Hirers Ticket Price →	
Hirers Ticket Price	\$22.00
Add 10% GST	\$ 2.20
Total Ticket Price GST Inclusive	\$24.20
Add Ticket Handling Charge	\$ 4.50
Total Advertised Price	\$28.70

← Based on Total Advertised Price	
Total Advertised Price	\$69.90
Less Ticket Handling Fee	\$ 5.50
# Total Ticket Price GST Inclusive	\$64.40
Less GST (divide by 11)	\$ 5.85
Hirers Ticket Price	\$58.55

Check ticket handling fee is still correct once Total Ticket Price GST Inc. has been determined

SEATING CAPACITY REQUIRED

Capacity
Orchestra Pit installed

<input type="checkbox"/> 504 Seats
<input type="checkbox"/> N/A

HOUSE SEATS

The Nautilus Art Centre reserves the right to withdraw a maximum of 8 seats from sale for any performance. Therefore, if used the above capacities will be reduced by 8. These seats will be put back on sale if not required.

VIDEO SEATS

Do you wish to video the performance?
If yes, indicate which performance/s

<input type="checkbox"/> Yes <input type="checkbox"/> No

Please note: Should you intend to record the production either by capturing video image and/or audio using electronic devices, and re-sell, re-produce or broadcast to the public afterwards then you need to hold and comply with the APRA and PPCA licensing act.

TECHNICAL CREW OPERATION SEATS (OP-SPOT)

Do you wish to place a Sound or Lighting desk in the auditorium?

<input type="checkbox"/> Yes <input type="checkbox"/> No
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If so, up to 8 seats will be removed from sale.

Please note that the Venue will not be responsible for the non-sale of video or mixer seats if YES is indicated and is subsequently not required by the Hirer.

FOYER DISPLAYS

Do you wish to use Pin-up boards for Foyer Displays *

- Board positioning must be approved by Management.
- Existing displays must not be moved

<input type="checkbox"/> Yes <input type="checkbox"/> No – Number _____

PUBLICITY/ADVERTISING

Do you PERMIT the Theatre to place advertising on your behalf?

Please Note: Payment for advertising may be required before placement can commence

Advertising start date

Is your attraction suitable for children 12 years and under?

<input type="checkbox"/> Yes <input type="checkbox"/> No
<input type="checkbox"/> Yes <input type="checkbox"/> No

Please supply a brief description of your event below

Please supply a descriptive copy of your event & images for general information and inclusion in the Venue's News letter and website, at no extra cost.

A Theatre Advertising Information Sheet is included in your venue hire pack to assist with your marketing and to give you an overview of the advertising services we offer.

PROGRAMS

Will you have programs for sale?

Do you require the theatre to sell Programs on your behalf?

Do you require the Theatre to provide a float?

Program price

Programs arrival date at theatre

<input type="checkbox"/> Yes <input type="checkbox"/> No
<input type="checkbox"/> Yes <input type="checkbox"/> No
<input type="checkbox"/> Yes <input type="checkbox"/> No
\$ _____

MERCHANDISE

Will you have Merchandise for sale

Do you require the theatre to sell Merchandise on your behalf

Do you require the Theatre to provide a float

If yes please provide details below:

CD's

DVD's

Clothing

Other: (Specify)

Merchandise arrival date at theatre

<input type="checkbox"/> Yes <input type="checkbox"/> No
<input type="checkbox"/> Yes <input type="checkbox"/> No
<input type="checkbox"/> Yes <input type="checkbox"/> No

A 10% Commission fee + GST is charged on the sales income of all programs and merchandise.
 Program / Merchandise sellers are NOT included in Basic Rental.

Do you require set up for Merchandise/Program sales
 If yes are trestles required
 If yes are chairs required
 Will you be erecting display booths in the foyer

<input type="checkbox"/> Yes	<input type="checkbox"/> No	
<input type="checkbox"/> Yes	<input type="checkbox"/> No	Number:
<input type="checkbox"/> Yes	<input type="checkbox"/> No	Number:
<input type="checkbox"/> Yes	<input type="checkbox"/> No	Number:

VIP'S Attending

Will you be holding a function after the show
 Will you be holding a pre show function

<input type="checkbox"/> Yes	<input type="checkbox"/> No
<input type="checkbox"/> Yes	<input type="checkbox"/> No

Please detail any VIP requirements below:

Sponsorship

Is your event being sponsored
 Name of sponsor

<input type="checkbox"/> Yes	<input type="checkbox"/> No

Patron Services

Does the performance have smoke/fog
 Does the performance have strobe lighting
 Is videoing or photos allowed during performance
 If yes provide details (e.g. no flash photography)

<input type="checkbox"/> Yes	<input type="checkbox"/> No
<input type="checkbox"/> Yes	<input type="checkbox"/> No
<input type="checkbox"/> Yes	<input type="checkbox"/> No