
BULK PRINT TICKETING PREFERENCES

Performance Seating Type

- Allocated Seating General Admission

Ticket Pricing

- No price on Tickets \$____.____ on Tickets

NOTE: Only one price can be printed.

Ticket Collection

- Picking Up from PRACC Mail tickets to me
A postage and handling fee of \$12.50 per performance applies for tickets sent out.

Ticketing Required Date

Please allow up to 3 days for ticket printing to be completed.

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ONLINE ONLY/FULL SERVICE TICKETING PREFERENCES

Buyer Type & Ticket Pricing

ALL TICKETS; \$____.____ CONCESSION; \$____.____

ADULT; \$____.____ GROUP 10+; \$____.____

CHILD; \$____.____ GROUP ____+; \$____.____

Definitions of buyer types can be found in ticketing terms and conditions.

Complimentary Ticketing

Complimentary Tickets; per performance; #_____

- Performance 1 Performance 2 Performance 3 Performance 4

Allocated Complimentary Tickets are assigned to C row and up unless specified otherwise.

Ticketing Sale Date

Ticketing can only go on sale from 9am, Monday to Friday, to ensure successful launch.

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Online Listing & Marketing

We require an image for our web listings that is 215 pixels wide x 120 pixels high and optionally a Poster image 595 pixels wide x 842 high (or similar) that can be placed on the event ticketing page. We require a write up or blurb about the performance for any listings or promotional requirements.

Please email the above through with the Ticketing Form.

Do you want a post on PRACC Social Media?

- Yes No

TICKETING FORM AGREEMENT

I verify that all information on this form is correct.

I agree to charges associated with my chosen ticketing.

I have read and understand the ticketing terms and conditions and agree to comply with them.

Signed: _____ Date Signed: / /

Company Contact & Hirer

Office Use ONLY - Ticketing Collection

Signature of Person Collecting; _____ **Date;** ____/____/____

TICKETING TERMS AND CONDITIONS

Ticketing at Plenty Ranges Arts and Convention Centre is done in accordance with the PRACC Ticketing Policy, which is available on request or online at pracc.com.au/theatre/ticketing-policy/

All performances at Plenty Ranges Arts and Convention Centre must use Plenty Ranges Arts and Convention Centre ticketing through one of the approved ticketing options.

The use of any ticket from an external ticketing agency is not accepted as license to enter events.

Ticketing cannot be set up, printed or in any way actioned until a Hire Agreement is fully completed, signed and returned, and an event deposit is fully paid.

Where Plenty Ranges Arts and Convention Centre is the chosen ticketing agent, Companion Cards will be accepted at all times.

Where Plenty Ranges Arts and Convention Centre is the chosen ticketing sales agent, all buyer types are determined as per below;

Type	Age	Additional
Adult	13 years old and above	
Child	Over 1 year old to under 13 years old	
Infant	12 months old and under	Does not require a ticket for entry
Concession	N/A	Holder of valid concession card

The fees associated with ticketing are as below;

Ticketing Fees	2018 Charges
Full Service Box Office	\$4.00 per ticket sold to Hirer \$2.50 per ticket sold to Buyer via box office transaction \$1.50 per ticket sold to Buyer via online transaction
Online Only Ticket Sales	\$1.50 per ticket sold to Hirer \$1.50 per ticket sold to Buyer via online transaction
Bulk Print Tickets	\$248.00 Yan Yean Theatre \$124.00 Woodstock Theatre
Complimentary Ticket Issued	\$1.00 per allocated ticket issued
Ticketing Administration Fee	\$50.00
Event Ticketing Cancellation Fee	\$65.00 per hour plus the ticketing administration fee.

Bulk Print

The Plenty Ranges Arts and Convention Centre (PRACC) can bulk print an entire ticketing set that includes one ticket per available seat in the desired location.

Tickets printed in this way will be provided to the hirer to sell and distribute by their own means, PRACC will have no part in the sale and handling of these tickets once provided to the hirer. Where bulk tickets have been issued PRACC cannot be held accountable for any ticketing errors made by the hirer or their agents. Any additional charges incurred due to these errors are the sole responsibility of the hirer.

The hirer must nominate a Box Office person for last minute issues with their bulk printed tickets, this person must be available in the foyer half an hour before and after the performance start time.

The Hirer shall allocate two (2) seats for each performance which may be used by PRACC management as House Seats. These two seats will be removed and not distributed to the hirer.

Plenty Ranges will hold tickets A1-A2 on all bulk print runs.

Any changes requiring a reprint of the tickets will incur a full ticket printing fee and will only be considered upon return of the initially printed tickets.

Online Only Ticket Sales

Ticket sales are only available online through our website; 24 hours, 7 days a week.

Buyers can print tickets at home or present their ticket on a mobile device.

Complimentary tickets can be allocated prior to sale as required. These tickets will be printed and available for collection from the Box Office by approved persons any time prior to the event commencement.

At discretion of the Theatre Coordinator and based on status of ticket sales, PRACC may sell remaining available tickets through the venue kiosk for walk-in buyers on the performance dates.

Ticketing revenue is held until after the performance, where the venue cost will be removed from the balance before forwarded to the hirer. An invoice for the balance is required and payment may take 30 days to complete.

All chargebacks from guests will be charged on to the hirer.

Plenty Ranges will hold tickets A1-A2 as house seats.

Plenty Ranges will hold A3-A6 during initial sales launch for accessible seating sales, this will be for 72 hours only.

Full Service Box Office

Our Box Office is available for ticket sales;

- between 9:00am – 4:00pm weekdays; in person or over the phone
- 24 hours, 7 days a week; online through our website

Buyers can choose delivery, will call or print tickets at home options.

Complimentary tickets can be allocated prior to sale as required. These tickets will be printed and available for collection from the Box Office at the performance.

PRACC will supply a Box Office attendant at each performance.

Ticketing revenue is held until after the performance, where the venue cost will be removed from the balance before forwarded to the hirer. An invoice for the balance is required and payment may take 30 days to complete.

All chargebacks from guests will be charged on to the hirer.

Plenty Ranges will hold tickets A1-A2 as house seats.

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