

# TICKET INFORMATION FORM

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Tel: 604.990.7910 | Fax: 604.990.7812

Organization Name: .....

Contact Name: .....

Contact Business Phone: ..... Contact Cell Phone: .....

Contact Email: ..... Contact Website: .....

Please check box to make your selection

**Package 1: Consignment Ticketing**

Box office is pre-printing tickets only; you will pick up the tickets and sell at your own outlet.

\$75.00 set up fee (standard map\*) | 0.20¢ per ticket printing fee  
\$1.00 capital improvement fee per ticket (based on ticket stubs)

**Package 2: Full Box Office Services**

Advance and day of sales by phone, on line and in person.

\$75.00 set up fee (standard map\*) | \$1.00 handling fee per ticket issued |  
\$1.00 capital improvement fee per ticket  
(based on attendance) | \$100.00 box office attendant day of event

3% administrative fee is charged on all credit card sales

- \* Non standard maps (zone pricing etc.) that require specialized set up will be charged an additional fee depending on complexity.
- \* If you choose Package 2 Capilano University will provide full box office services, client may not sell tickets at additional outlets.

## TICKET ORDER FORM

Presenter Name: .....

Event Title: .....

Secondary Info Line (smaller than title): .....

Event Date: ..... Event Time: .....

Ticket Sales / Info Phone #: ..... Website: .....

General Admission Event      Reserved Seating Event

Ticket Prices: Adults \$ ..... Students \$ ..... Seniors (65+) \$ ..... Child under 12 \$ .....

Do you allow babes in arms?      If so up to what age?

### PLEASE RETURN THE COMPLETED FORM TO:

Sheri-Lynn Day, Box Office Supervisor | [boxoffice@capilano.ca](mailto:boxoffice@capilano.ca) | Tel: 604.990.7810 Please allow 5 business days to process your ticket order. Prices quoted do not include GST.

Address: Capilano University, 2055 Purcell Way, North Vancouver, BC V7J 3H5    Tel: 604.990.7910    Fax: 604.990.7812