

23-24

# TICKETING AGREEMENT - OFFSITE EVENTS

MACKAY  
ENTERTAINMENT  
CONVENTION  
CENTRE

MECC

► This agreement must be completed and returned two (2) working days before the nominated on-sale date, along with a high res hero image and copy/blurb.

## ► PROMOTER DETAILS

Event Name: .....

Contact Name: .....

Company: .....

ABN: .....

Address: .....

Postcode: ..... State: .....

Phone: .....

Mobile: .....

Email Address: .....

(All correspondence and invoicing will be sent to the address supplied above unless otherwise advised).

## ► OFFSITE EVENT DETAILS

Location: .....

Address: .....

☐ **Reserved Seating** OR

Tickets are numbered for allocated seating.  
Seating Plans can be created for a fee.  
Please advise if required.

☐ **General Admission\***

Tickets are not numbered & patrons sit anywhere they choose.

DAY	DATE	EVENT START TIME	INTERVAL START TIME	INTERVAL FINISH TIME	EVENT ESTIMATED FINISH TIME

(Please provide separate schedule if presenting more than the above).

BOX OFFICE: 07 4961 9777

EMAIL: MECC@MACKAY.QLD.GOV.AU

CIVIC PRECINCT, ALFRED STREET ■ PO BOX 1080, MACKAY QLD 4740

THEMECC.COM.AU

## ► FEES & CHARGES

Please note: The below fees & charges are subject to change.

Please allow for a CPI increase of up to 5% from 1 July each year.

TICKETING CHARGES SCHEDULE	FEE
Booking fee per ticket up to \$11.99 value	\$2.80
Booking fee per ticket from \$12.00 - \$24.99 value	\$3.80
Booking fee per ticket from \$25.00 - \$49.99 value	\$5.50
Booking fee per ticket from \$50.00 & over value	\$6.00
The first 10 complimentary tickets	No Charge
Per complimentary ticket printed thereafter	\$1.70
Processing fee on all transactions - cash, eftpos and credit card	3%
<b>Ticketing event creation per event, includes:</b>	\$138.00
<ul style="list-style-type: none"> <li>► Ticketing set up</li> <li>► Show/event brief and image on the MECC website (<a href="http://www.themecc.com.au">www.themecc.com.au</a>) with direct link to purchase tickets online</li> <li>► Show/event brief and image featured on MECC social media channels plus image featured in monthly MECC e-News distributed to database of over 15,000 patrons</li> <li>► 10 x A3 posters and 500 x DL flyers to be supplied by Promoter Will be displayed in-house</li> <li>► Placement on venue in-house display screens</li> <li>► Listing in MECC 'On Sale Now' publication available in-house for patrons and visitors of the centre</li> <li>► Media release and image sent to local media upon sale announcement or 6 weeks prior to event</li> </ul>	
Merchandise Seller	
Per seller/hr	\$64.00
Public Holiday per seller/hr	\$128.00
<b>10% taken by the MECC from all merchandise and programs sold</b>	
Ticket Seller/Ticket Scanner	
Per seller/hr	\$64.00
Public Holiday per seller/hr	\$128.00

## WORDING ON TICKETS

All fields other than Event Name are optional. If you do not want them to appear on the ticket, do not fill them in.

Name of hirer/promoter: .....	presents
Event name upper line 1: .....	
Event name lower line 2: .....	
(Additional information on your ticket - limited word count): .....	

## OTHER IMPORTANT INFORMATION

Date and time: .....

Age: ..... ☐ Recommended or ☐ Restricted

Warnings: .....

## TICKET PRICE

### Total price only will be shown on tickets

The ticketed price must be reflected as a single total price in accordance with the Live Performance Australia (LPA) Ticketing Code of Practice. Please note: Family prices are calculated per ticket e.g. Family 4 Pass total price will be divided by 4, from this the fees will be calculated.

Total Ticket Price less Booking Fee (based on total ticket price) less Processing Fee (based on total ticket price) = Promoter Price.

e.g. \$100 Total Ticket Price - \$6.00(booking fee) - \$3.00 (processing fee 3%) = \$91.00 (promoter/hirer price).

For budgeting purposes, please take this into account when calculating your ticket price.

All fees will be finalised during settlement.

TICKET	TOTAL PRICE	BOOKING FEE	ESTIMATED PROCESSING FEE	PROMOTER / HIRER PRICE
1. Admission	=	-	-	
<b>OR choose from the categories below. You do not need to use all categories - they are optional.</b>				
1. Adult	=	-	-	
2. Friend of the MECC/MECC Member	=	-	-	
3. Concession	=	-	-	
4. Pensioner	=	-	-	
5. Students (Highschool/Tertiary)	=	-	-	
6. Children/Juniors (Under ..... years)	=	-	-	
7. Group (Min number ..... )	=	-	-	
8. Other .....	=	-	-	

## COMMENCEMENT OF TICKET SALES

ON SALE TYPE	DAY	DATE	TIME

\*On sale type - general public, pre sale, MECC members pre sale

BOX OFFICE: 07 4961 9777

## PROMOTER HOLDS

**Tickets on hold:** If complimentary tickets/promoter holds are required by the promoter prior to tickets going on sale, please advise requirements/names of recipients.

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## TICKET SALES CUT OFF

If the event is on a weekend, ticket sales will be cut off on the Friday before.  
A patron distribution list will be emailed to the promoter.

DAY	DATE	TIME

## TICKET COLLECTIONS

The promoter must collect all uncollected tickets from the Box Office at the time specified below.

DAY	DATE	TIME

## MEET & GREET AND MERCHANDISE

Are you planning to have a meet & greet or sell merchandise, if so please complete Meet & Greet and Merchandise Form. This form needs to be returned 6 weeks prior to your event.

## EVENT CATEGORY

Please specify the category of your event:

- |  |  |  |   |
|--|--|--|---|
| <input type="checkbox"/> <b>Drama</b>        | <input type="checkbox"/> <b>Comedy</b>         | <input type="checkbox"/> <b>Magic/Illusion</b> | <input type="checkbox"/> <b>Education</b> |
| <input type="checkbox"/> <b>Circus</b>       | <input type="checkbox"/> <b>Childrens Show</b> | <input type="checkbox"/> <b>Music</b>          | <input type="checkbox"/> <b>Dance</b>     |
| <input type="checkbox"/> <b>Other:</b> ..... |  | Genre: .....                                   | Genre: .....                              |

## ► ACCESSIBILITY

Please advise if reserved seating areas are available for wheelchair/accessible needs visitors:

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## ► COMPANION CARD

Mackay Regional Council and the MECC participate in the Companion Card Scheme to ensure an equitable and consistent approach to admission arrangements for people with a disability who require the support of a carer/companion. This scheme is underpinned by the Equal Opportunity Act (1986) and the Disability Discrimination Act (1992). The Companion Card Scheme allows the Companion Cardholder's Carer admission to all shows at the Centre at no charge and in the same price reserve as the Companion Cardholder.

## ► VENUE TERMS & CONDITIONS OF ENTRY

Please supply your venue terms & conditions of entry.

## ► TICKETING CODE OF CONDUCT

Tickets are sold in accordance with the Live Performance Australia (LPA) Ticketing Code of Practice which can be accessed online >

<http://www.liveperformance.com.au/>

## ► PROMOTER/HIRER OPT IN

Would you like patrons to opt-in to receive further communication from you?\*

☐ YES ☐ NO

If you have selected yes, you will receive log in details to retrieve this information yourself. Please select how you would like to contact the patrons who have opted to hear from you:

Email

Mail

SMS

\*This must be confirmed before the event is set up. This information will be able to be accessed until 7 days post event. (Under SPAM legislation and the QLD Privacy Act, marketing material should only be sent when people have positively opted in).

Would you like to access ticketing reports (Access Detail, Promoter Opt in and Sold Out Status) for your event?  
Please provide contact details for access to the reports?

First name: ..... Last name: .....

Email: ..... Mobile: .....

## ▶ MECC BRAND GUIDELINES

### Marketing requirements:

Our marketing team will be in contact once your event has been confirmed.

### MECC Box Office details:

Please ensure that the following contact details are presented in all of your promotional materials as follows:

**MECC | Box Office 4961 9777 | [www.themecc.com.au](http://www.themecc.com.au)**

### Logo identity:

You are required to include the MECC business unit logo (venue logo) on all promotional material.

The logo required can be presented as full colour or solid black, as featured below. The logos must be presented on a white background and be no smaller than 28mm in width. Logos can be obtained by sending an email request to [meccsalesandmarketing@mackay.qld.gov.au](mailto:meccsalesandmarketing@mackay.qld.gov.au)



A BUSINESS UNIT OF  
MACKAY REGIONAL COUNCIL



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## ▶ DECLARATION

I/we, authorise to sign on behalf of the promoter, accept the fees noted above and, in addition, authorise all expenditure incurred on our behalf to be included in the final reconciliation and deducted from either our deposit or income received on our behalf.

**Signature of Authorised Officer:** .....

**On Behalf Of:** ..... **Date:** .....

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