

TICKETING AGREEMENT - OFFSITE EVENTS 26-27

This form must be completed and **returned two (2) working days** before the nominated on-sale date, along with a high resolution 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:

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Address:

Reserved Seating **OR** **General Admission***
 Tickets are numbered for allocated seating. Tickets are not numbered & patrons sit anywhere they choose.
 Seating Plans can be created for a fee.
 Please advise if required.

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

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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	\$3.20
Booking fee per ticket from \$12.00 - \$24.99 value	\$4.30
Booking fee per ticket from \$25.00 - \$49.99 value	\$6.50
Booking fee per ticket from \$50.00 & over value	\$7.00
The first 10 complimentary tickets	No Charge
Per complimentary ticket printed thereafter	\$2.10
Processing fee on all transactions - cash, eftpos and credit card	3%
Ticketing event creation per event, includes: <ul style="list-style-type: none"> ▶ Ticketing set up ▶ Show/event brief and image on the MECC website (www.themecc.com.au) with direct link to purchase tickets online ▶ 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 ▶ 10 x A3 posters and 500 x DL flyers to be supplied by Promoter Will be displayed in-house ▶ Placement on venue in-house display screens ▶ Listing in MECC 'On Sale Now' publication available in-house for patrons and visitors of the centre ▶ Media release and image sent to local media upon sale announcement or 6 weeks prior to event 	\$250.00
Merchandise Seller *minimum 2 sellers required Per seller/hr Public Holiday per seller/hr 10% taken by the MECC from all merchandise and programs sold	\$80.00 \$160.00
Ticket Seller/Ticket Scanner Per seller/hr Public Holiday per seller/hr	\$80.00 \$160.00

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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:

- | | | | |
|--|--|---|--|
| <input type="checkbox"/> Smoke/haze | <input type="checkbox"/> Strobe lighting | <input type="checkbox"/> Harsh audio/sounds | <input type="checkbox"/> Sexual references |
| <input type="checkbox"/> Coarse language | <input type="checkbox"/> Adult themes | <input type="checkbox"/> Material that can offend | |

Other (please provide details)

COMMENCEMENT OF TICKET SALES

ON SALE TYPE	DAY	DATE	TIME

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

Please note: Pre-sale LPA Guidelines apply, for all enquiries please email MECC Box Office.

PROMOTER HOLDS

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

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TICKET PRICE

Tickets will display a single total price in accordance with the Live Performance Australia (LPA) Ticketing Code of Practice.

Family ticket prices are calculated per ticket (e.g. a Family of 4 total is divided by four, with fees applied per ticket).

Promoter return is calculated as:

Total Ticket Price – Booking Fee – Processing Fee (processing fee is based off total ticket price) = Promoter Price

Example:

\$80.00 (total ticket price) – \$7.00 (booking fee) – \$2.00 (processing fee) = \$70.60 return

Please factor this into your ticket pricing. Final fees will be confirmed at settlement.

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

EVENT CATEGORY

Please specify the category of your event:

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

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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.

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.

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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:

MARKETING REQUIREMENTS

For your event to go on sale, we require the below marketing assets for the webpage and ticketing build. Please send assets to meccsalesandmarketign@mackay.qld.gov.au

- ▶ Event copy/blurb
- ▶ Banner Image: 1920px x 600 px - please keep all essential text and logos inside the middle 480px safe area, please avoid placing important elements near the top or bottom edges, as these will be cropped.
- ▶ Thumb Image: 460px x 316px
- ▶ Ticketing Image: 800px x 600px
- ▶ ATDW Image: 1600px x 1200px (no text, no larger than 10mb)
- ▶ A minimum of 2-3 portrait and landscape high-resolution images

BOX OFFICE: 07 4961 9777

EMAIL: MECC@MACKAY.QLD.GOV.AU CIVIC PRECINCT, ALFRED STREET ■ PO BOX 1080, MACKAY QLD 4740

THEMECC.COM.AU

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MECC BRAND GUIDELINES

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

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



A BUSINESS UNIT OF
MACKAY REGIONAL COUNCIL



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MACKAY REGIONAL COUNCIL

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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EMAIL: MECC@MACKAY.QLD.GOV.AU

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