



**BOX OFFICE OUTLET SALES AGREEMENT**  
**THE OAKVILLE CENTRE FOR THE PERFORMING ARTS**  
**130 Navy Street, Oakville, ON L6J 2Z4**

This agreement made this \_\_\_\_\_ day of \_\_\_\_\_

BETWEEN

THE CORPORATION OF THE TOWN OF OAKVILLE operating a facility known as the Oakville Centre for the Performing Arts through its Recreation and Culture Department (hereinafter referred to as the "theatre")

AND

(hereinafter referred to as the Licensee")

The Oakville Centre for the Performing Arts Box Office will act as ticket agent for the Licensee's production being held on/at \_\_\_\_\_

1. The attached Box Office Information sheet must be completed and the initial setup fee of \$124.30\*\* (incl HST) attached.
2. All tickets sold at the theatre will be on Oakville Centre ticket stock.
3. The on sale date to be coordinated with the theatre for a mutually acceptable date.
4. All advertising and promotion in connection with this Agreement will be effected by the Licensee at its own expense. The Licensee will file with the theatre for approval all advertising and promotion materials to be used.
5. It is the Licensee's responsibility to ensure that the theatre has approved any special offers or discounts prior to public notification.
6. An off sale date to be coordinated with the theatre to ensure that late orders can be picked up by a representative and delivered to the location of the event for pick up.
7. The Licensee will pay a per ticket commission of \$3.00 (incl HST) for every ticket printed for the event including comps. Commission is deducted from the gross sales.
8. A 5% charge is levied on all Interac and credit card sales processed by the Box Office. This fee will be deducted from the gross sales.
9. If this event requires a reserved seating plan or more than one location to be setup on the system an additional setup fee for this seating plan (to be determined) will be incurred and is payable at the time of initial setup
10. The theatre will mail out all ticket orders received two weeks in advance of the event. Orders received later than two weeks in advance will be held for pickup by the Licensee at the theatre's box office.
11. The theatre policy is no refunds on ticket sales. Tickets can be exchanged for another performance of the same event (only with the return of the original tickets) at a cost of \$3.25\*\* (incl H.S.T.) per ticket.

12. Schedule "C" H.S.T. on ticket sales must be completed indicating whether this event is HST exempt or applicable. If HST applies to you must provide the theatre with the HST number, which is printed on the face of the ticket. The theatre will not remit HST on your behalf. The theatre will clarify the HST collected for you to remit.
13. All HST and commissions will be included in the advertised ticket price.
14. The Box Office is open from 11:00 am to 5:00 pm Monday through Saturday (not including statutory holidays) and two hours prior to a scheduled performance being held in the theatre. Tickets may also be made available for purchase on the internet.
15. The Box Office phone number is 905-815-2021, the toll free number is 1-888-489-7784, and the fax number is 905-815-2002. Non-refundable telephone reservations are accepted using VISA or MasterCard. Cheques will be accepted for mail and in person orders. Cash and Interac is available for in person orders only.
16. All monies will be deposited into a holding account with the normal receipts of the theatre. No monies will be advanced to the Licensee in advance of the event. Settlement will be processed by cheque in two weeks following the conclusion of the event. The settlement will reflect gross receipts less expenses. In the case of the sales not covering the expenses an invoice will be prepared. A sales reconciliation will accompany payment or invoice.
17. The Licensee agrees to reimburse the theatre for all out-of-pocket expenses incurred in the selling of your tickets, i.e. photocopies, postage, etc. In the case of a cancellation of the event the Licensee agrees to pay all costs involved in reimbursing patrons including the return of the service charges which are included in the ticket price of \$3.25\*\* per ticket.

\*\* Fees subject to change, Please refer to the current rates and fees on oakvillecentre.ca

By signing this agreement we agree to comply with all operational procedures, practices and policies of the Oakville Centre Box Office whether or not stated herein.

Signed and agreed to:

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For the Oakville Centre for the Performing Arts

Date

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For the Licensee

Date