

BOX OFFICE AND TICKETING SERVICES

Whether you want to sell your own tickets or have the support of professional box office services at Arts Commons, we can provide you with ticketing options to meet your needs.



Box Office Services

Arts Commons provides convenient and professional Box Office services to clients looking to ticket an event held at Arts Commons or at another location.

- All details relating to your ticket sales are handled by Arts Commons.
- Tickets are managed and sold by Arts Commons either in person at our Box Office, via telephone or online.
- Arts Commons creates an event specific promotional webpage including custom text and an image that is part of the What's On section of artscommons.ca
- Arts Commons provides a detailed event settlement outlining expenses and revenues.

Fees paid by **ticket buyers:**

- At point of sale
(Box Office, on-line, phone)
- Capital Replacement Fund Charge
CRF charges added to ticket purchase
Ticket price \$0.00 to \$15.00 - \$1.00
Ticket price \$15.01 to \$25.00 - \$2.00
Ticket price \$25.01 and up - \$3.00
 - Service Charges
Ticket price \$0.00 to \$15.00 - \$3
Ticket price \$15.01 to \$25.00 - \$4.50
Ticket price \$25.01 and up - \$5.50
 - Mailing cost - \$3 (per order) using Canada Post.

Fees paid by **presenter:**

- Set up fee for **assigned seating**
\$200.00 (per show)
\$25.00 for additional dates or times of the same event
- Set up fee for **general admission**
\$75.00 (per show)
\$25.00 for additional dates or times of the same event
- Door staff (if required)
JSCH - \$200 (per event)
EAT - \$75 (per event)
- Commissions
Commercial events - 3.25%
Registered charitable groups* - 2.25%
- Surcharges
American Express sales - 4%
Visa & MasterCard Sales - 3%
Debit card sales - 1%
- Complimentary tickets
(up to a maximum of 100)
printed by Arts Commons
- \$0.15 (per ticket)
- Consignment Fees
Consignment ticket fee of \$0.25 per ticket for printing, and \$1.00 per ticket consignment surcharge for each ticket taken from the Box Office for sale by licensee. Consignment tickets are capped at 10% of the house.

PLEASE NOTE: it takes an average of 10 business days to build tickets for an event. Tickets are printed with standard imaging and content.

All fees listed above exclude GST.

* Conditions apply

CRF - CAPITAL REPLACEMENT FUND, **JSCH** - JACK SINGER CONCERT HALL,
EAT - ENGINEERED AIR THEATRE

For more information or to book call **403.294.7455**
or email us booking@artscommons.ca



artscommons.ca

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Community Ticketing Services

Arts Commons provides ticketing for clients looking to ticket their event held at Arts Commons or at another location.

- Tickets are professionally printed by Arts Commons
- Client sells/distributes tickets for their own event

Fees paid by **presenter**:

- Set up fee - \$75.00 (per show)
- Ticket printing - \$0.17 (per ticket)
- Capital Replacement Fund (CRF) is added to the final event bill. The CRF charge depends on the number of tickets sold.

Please note that it takes an average of three to five business days to print tickets and that tickets are printed with standard imaging and content. Tickets obtained through Arts Commons cannot be sold through third parties.

Service Charges

Capital Replacement Fund Charges for non-ticketed events; \$ 1 per attendee

This Board of Directors mandated fund is used to help Arts Commons continue to provide well-maintained and beautiful venues for use by all.

All fees listed above exclude GST, except for credit and debit card charges.

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