BOX OFFICE AGREEMENT FORM
(Revised December 4, 2024)

SAULT STE. MARIE COMMUNITY THEATRE CENTRE
BOX OFFICE AGREEMENT

BETWEEN

The Sault Ste. Marie Community Theatre Centre,
Operating as **The Sault Community Theatre Centre** ("SCTC")
Represented by the Box Office Manager

293 Bay Street, Sault Ste. Marie, ON P6A 1X3
Phone: 705.945.7299
Email: saultctc@shaw.ca

AND

Promoter/Organization:	
Email:	
Address:	
Phone:	
Person with authority for signing the contract:	

Production Title: _____

Location: ◉ Sault Community Theatre Centre
○ Other (please specify) _____

Seating Type (please select one): ○ Seat Selection
◉ General Admission

Date	Time	Intermission Length	Show Length

MARKETING and PUBLICITY

Please Provide a Brief Description of the Presentation/Event (limit 200 characters):

Marketing services requested:

☐ Merchandise Sales (Please contact for further information)

Additional marketing services are available. Please contact the marketing department at saultctc@shaw.ca for details and pricing.

The Promoter/Organization agrees that the Theatre Centre may publish basic information about the event on the Theatre Centre's website and social media platforms as it sees fit both as to content and frequency.

The Promoter/Organization will provide the Theatre Centre with material for publication on the Theatre Centre's website and social media platforms. Such material shall be according to the guidelines and requirements stated in Appendix C to this Agreement and shall conform to prevailing Canadian copyright laws and any other applicable legal requirements and regulations.

The Promoter/Organization agrees to save the Theatre Centre harmless from any and all damages, penalties and costs arising from any breach of such copyright, other legal or regulatory requirements. The publicity material must be provided to the Theatre Centre in compliance with the guidelines and requirements in Appendix C at least 3 business days before it will be published on the Theatre Centre's Website and social media platforms.

TAXES

○ The Promoter/Organization confirms that it **IS REQUIRED** to remit taxes on tickets for this presentation/production as sold by the Box Office and it therefore directs the Box Office to collect the sum of 13% on the price of each ticket sold by the box office in respect of HST and to handle, manage, and settle the said sums collected together with the Promoter / Organization's other proceeds from the sale of tickets for this production/presentation.

○ The Promoter/Organization confirms that it **IS NOT REQUIRED** to remit taxes for this production as sold by the Box Office.

The Promoter/Organization acknowledges that the SCTC and the Box Office have no responsibility or liability for the collection of TAXES upon tickets sold at the Box Office and it indemnifies the SCTC and Box Office in respect thereof and holds them harmless from any responsibility or liability in that regard.

TICKET PRICING

Commencement Date of Online Ticket Sales: _____

REGULAR TICKET PRICES (Canadian dollars)

	Ticket Price	Tax 13%	Box Office Fee	Price Customer Will Pay *
Example	***$50***	***+ $6.50***	***+ $4.00***	***= $ 60.50***
Admit One			+ $4.00	
Senior			+ $4.00	
Adult			+ $4.00	
Student			+ $4.00	
Child			+ $4.00	
			+ $4.00	
			+ $4.00	

* Customers will pay an additional $2.50 per ticket when purchasing online.

PRE-SALE, GROUP RATE, AND PROMOTIONAL TICKET PRICES

Please describe any promotional or discounted ticket prices and provide the promotional code, where applicable.

TICKET TYPE DEFINITIONS

Seniors are minimum_____years old

Students are_____to_____years old, with valid student card

Children are_____to_____years old

Children under _____ years of age are free of charge

Other (please specify): _____

CREDIT/DEBIT CARD SERVICE FEES

The Promoter/Organization agrees to pay a credit card service fee of 2.5% of each transaction for all VISA, M/C, and AMEX transactions. Additionally, the Promoter/Organization agrees to pay a fee of $0.04 (four cents) per debit card transaction. In the event that the Promoter/Organization cancels the production, for whatever reason, the Promoter/Organization agrees to pay all outstanding credit/ debit card service fees associated with the sale and refund of tickets.

Please refer to our rate sheet (Appendix A) for all possible charges associated with your Presentation/Event.

Personal cheques will NOT be accepted for an event except with special agreement with the Promoter/Organization, which shall be responsible for payment of the amount of the cheque plus associated fees in the event the cheque is not honored upon presentation.

The Promoter/Organization also acknowledges that the SCTC and the Box Office have no responsibility or liability for SOCAN fees and it indemnifies the SCTC and Box Office in respect thereof and holds them harmless from any responsibility or liability in that regard.

The Promoter/Organization agrees that in its publicity it will indicate that the in-person purchase of tickets for its event from the Box Office will be at the "Community Theatre Box Office". The promoter or organization may also provide details of the Box Office's municipal address, location in the Station Mall, telephone number and online coordinates.

The entering of the event into the TixHub ticket selling system may take up to 3 business days from the time the relevant information is provided to the Box Office in writing. Any changes made during the selling of tickets for this event must be made in writing, agreed to, and signed off by both parties.

Where an event is cancelled by the promoter, a $2 service fee will be charged for each ticket refunded. In case of a non-profit community organization, a mutually agreeable service fee will be charged for each ticket refunded.

SECURITY FEES

Security is provided at all events. The Promotor/Organization agrees to pay the cost of security at the rate specified in Appendix A.

BAR SERVICE

Bar Service will be provided at all events in the Theatre Centre. The service will be provided by the SCTC's contracted provider, with appropriate licensing and insurance coverage. To request that non-alcoholic beverages only be served at this event, please provide justification under Event Special Requirements.

EVENT SPECIAL REQUIREMENTS

Please check all that apply:

- ☐ Space for Merchandise sales
- ☐ Close off galleries until floor seats 75% sold
- ☐ Other (please describe below):

PRIVACY INFORMATION

The Theatre Centre complies with applicable federal and provincial legislation respecting the ticket purchaser's right to privacy. We will not sell, trade, share or disseminate a ticket purchaser's personal information except with the purchaser's explicit consent, and for purposes that have been fully disclosed. The Theatre Centre Box Office asks ticket buyers for personal information in order to inform of the cancellation or scheduling changes of an event. The promoter/organization agrees that the Theatre Centre is its agent for the sole and limited purpose of selling tickets to the promoter's/organization's event. As such, and with the explicit consent of the ticket purchaser, the Theatre Centre and the promoter may use the purchaser's private information to inform the purchaser of future events and opportunities. The promoter/organization agrees to limit the use any information thus received from the Theatre Centre to that purpose only, and to indemnify and save the Theatre Centre harmless from all damages and costs arising from the promoter's/organization's misuse of private information provided to it by the Theatre Centre.

All purchasers of tickets at the Theatre Centre Box Office will be asked the following question: *"Would you like to receive information from the Theatre and the promoter of upcoming events and opportunities?"* A Promoter/Organization may request its patron-consented information upon written request to the Media Coordinator (**saultctc@shaw.ca**). One request is permitted per event. For best analytical purposes it is recommended that the request be made after completion of the event.

SIGNATURES:

Authorized Representative of Promoter/Organization	Box Office Manager
Name:	Name:
Date:	Date:

Electronic Funds Transfer (EFT) payment information

Company Name: _____

Company Address: _____

_____

Telephone Number: _____

Email or Fax Number: _____

HST# _____

Bank Number: _____

Transit/Branch Number: _____

Account Number: _____

Submit Form

Appendix A

Sault Community Theatre Centre Rate Sheet

		COMMUNITY NON - PROFIT*	FEE DESCRIPTION
ADSB	Payable to ADSB prior to event	$25.00	Permit Fee (one time)
		$40.00	Booking Fee - Per Performance
		$37.50	Booking Fee - Per Rehearsal Day
SCTC THEATRE	Payable to the SCTC - settled through the Box Office Reconciliation after the event	$3.50	Seat Fee per person admitted to the auditorium during a performance or presentation (including complimentary, unpaid or by general admission)
		$200.00	Concert Grand Piano per performance (tuned)
		$100.00	Main Stage Lighting Fee on additional days of rehearsal plus further $20.00 per houror each part thereof where use of stage lights exceeds 7 hours in a day.
		Technical Fees per hour	
		$23.44	Production Staff (Grip)
		$25.92	Crew Chief (Dept Head)
		$38.95	Technical Director
		$27.05	Front of House Manager
		$34.60	House Security (requirements as determined by the Technical Director)
		$40.00	ADSB Care Staff
SCTC BOX OFFICE		**Box Office Fees Charged to Promoter**	
		2.50%	Credit Card Fees (per transaction) *Plus an additional $0.04 per debit transaction
		Box Office Fees Charged to Patron	
		$4.00	per ticket (applies to both sold and complimentary tickets)
		$2.50	additional per ticket online
		$1.00	mailing fee (paid by ticket purchaser)

* Proof of Not-for-Profit status must be provided to receive Community Non-Profit Rates

NOTE: See Theatre Charges section of the Operating Manual (www.saultctc.ca/book-the-theatre) for a detailed description of how theatre charges are applied.)

HST EXTRA WHERE APPLICABLE

Revised Oct 29, 2024

Appendix B

GUIDELINE FOR PUBLICATION ON SCTC WEBSITE AND SOCIAL MEDIA

The Sault Community Theatre is pleased to publicize your event on our Website and Social Media platforms. To do this, we require you to provide your material in publishable form in accordance with the following guidelines:

Delivery: Your materials should be delivered to saultctc@shaw.ca by email, Dropbox, or Google drive.

Timing: Your materials must be delivered at least 7 business days in advance of your intended date of publication, although the Theatre Centre will make every effort to publish it sooner if possible.

Website Calendar and Banners:
Banners will be rotated on our home page during the month of performance and will otherwise be sited from the time of posting at other locations on the website, including the ticket selling platform. Your material may include a feature image that defines your event and a written title and description of the event. Note the image standards guidelines below.

Online Ticket Site:
Tickets are sold on our self-standing TixHub site that is linked to the Website. Your event may be advertised on the ticket selling site too, using the same materials submitted for the Website. Note, however, that image sizing is different as indicated in the image standards guideline below.

Social Media: Your material may be posted on our Facebook and Twitter pages. On Facebook we can also co-host your event if you create one on your native Facebook page, thereby increasing viewership. Because of bandwidth limitations, we will embed links to your videos or trailers located elsewhere, for example on YouTube or marketing channels. On Social Media, we will do at least 3 posts (when tickets go on sale and two reminders during the week before the event). Events taking place at the Theatre Centre will be given more exposure. You may create your own Twitter text (consisting of no more than 280 characters) or leave it to us. Again, note the sizing requirements in the image standards guideline below.

Copyright: It is your responsibility to assure that images and text included in your materials comply with copyright laws. By agreeing to publicize your event on the Theatre Centre's Website, Ticket Selling Site and Social Media, you represent compliance and agree to save the Theatre Centre harmless from all damages, costs and penalties of any kind arising from a failure to comply with copyright laws. Images, text, trailers and videos are often available from authorized agents and publishers. The Theatre Centre takes no responsibility for the content of the material presented to it or its marketing. We reserve the right to withhold publication of materials we consider, in our sole discretion, to be in breach of the law.

Contact: Questions or concerns should be directed to saultctc@shaw.ca.

Sault CTC Advertising Image Standards

Ratio 1:1

1000 x 1000 px

Minimum

Social Media

Note: Image only, text limited to 25 characters.

Ratio 2:3

800 x 1200 px

Minimum

Website Event Posting

Note: Image only, text limited to 25 characters.

Ratio 3:1

1500 x 500 px

Minimum

Website Ads

Note: Image only, no text.

Ratio 9:16

1080 x 1920 px

Minimum

Box Office Digital Board

Note: The poster must be exclusive to the Box Office; references to other ticketing platforms or websites are not permitted. A QR code may be included, but it must direct users to the official Sault CTC website only.

Disclaimer: Anything outside of these parameters may not be used.