



**VENUE CAPACITY INFORMATION:**

<b>Venue</b>	<b>Gen'l Admission Capacity</b>	<b>Reserved Seat Capacity</b>
King Concert Hall	1100	1176
Marvel Theatre	350	383
Bartlett Theatre	200	n/a
Rosch Recital Hall	400	426
Williams Center Multipurpose Room	400	n/a

Please be aware that special seating holds or technical kills may affect capacity.

**TICKET OFFICE SURCHARGES:** (Student Association events are exempt from surcharges)

**General Admission:** *\$.85 per ticket on all paid tickets*

**Reserved Seating:** *\$1.35 per ticket on all paid tickets*

A check request for your gross sales, less surcharges, will be submitted immediately following your event. A check will be mailed to your organization within two weeks.

**TICKET OFFICE HOURS:**

Our ticket office is open Monday through Friday from 9 am to 7 pm and Saturdays from 1 pm to 5 pm when classes are in session. Hours are shortened during breaks and in the summer. Ticket buyers may access our website, 24 hours a day at [www.fredonia.edu/tickets](http://www.fredonia.edu/tickets) for ticket sales and ticket information.

Normal ticket office hours for the EVENT ITSELF are 1 hour before event start to ½ hour past event start. **If you need the ticket office to stay open later than this, please indicate the time here:** \_\_\_\_\_

**DISCOUNTS:**

Any ticketing discounts or special pricing must be submitted in writing or e-mailed to the SUNY Fredonia Ticket office before it can be advertised. Please fax your submissions to 716-673-3651 or e-mail to [barry@fredonia.edu](mailto:barry@fredonia.edu). Once we have confirmed receipt, the new pricing will go into effect.

**REPORTS:**

If you would like Sales Reports e-mailed to you regularly, please check the days below:

Sun     Mon     Tue     Wed     Thu     Fri     Sat

Reports should be e-mailed to: \_\_\_\_\_

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

\*\*\*S.A. General Manager: \_\_\_\_\_ Date: \_\_\_\_\_

\*\*\*S.A. General Manager, Vince Gugino, must sign if presenter is a Student Association Group

form updated 8/23/12