This form is for TICKET SERVICES ONLY. To actually book the venue, contact the appropriate building representative.
This completed form must be returned to the ticket office before event tickets can go on sale. Fax to 716-673-3651.

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**(Student tickets are not available online because patrons must present ID to receive this pricing)

VENUE CAPCITY INFORMATION:

Venue	Gen'l Admission Capacity	Reserved Seat Capacity
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 <u>www.fredonia.edu/tickets</u> 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 . 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: 🗇 Wed Thu Sun A Mon A Tue A A Fri A 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