

1. Any changes to the information provided on the reverse of this form must be submitted in writing via e-mail (theatreassistant@mortontheatre.com) or fax (706) 613-3773. We will acknowledge receipt.
2. The Morton Theatre Box Office hours are weekdays from 10:00 a.m. to 1:00 p.m. and again from 3:00 to 6:00 p.m. or 24 hours a day online. Event box office and will call will open one hour prior to the posted event time. Presenters can request that box office staff open for additional time at hourly rates (see rate sheet).
3. Due to fire codes, every patron in the theatre must be included in the 500 seating capacity. This includes infants, toddlers, and children. Everyone must possess a ticket for ticketed events; the presenter determines pricing.
4. The Morton Theatre accepts cash, Visa/MasterCard and Downtown Athens Gift Certificates. Any checks accepted will be made out to the Presenter's designee. The Box Office will charge patrons a \$2.50 transaction fee for ticket sales (see full list of patron fees below). Patrons receive a discount by using cash or check for their ticket purchases in person only. Ticket income collected through credit card and cash sales will be deducted from the final bill at settlement.
5. The Morton Box Office works on a point-of-sale basis; no reservations are accepted. Only purchased tickets will be held for patron pick-up during normal box office hours or at Will Call the night of the performance. Tickets are purchased on a no exchange and no refund basis. The Morton Theatre will not process refunds for tickets sold outside of our box office.
6. For your posters, flyers, and other P.R. related items: The Morton Theatre is spelled with an "RE." The building's physical address is 195 West Washington Street, (Downtown) Athens, Georgia 30601. We ask that for tickets you provide the theatre's website (www.mortontheatre.com). If you need to provide the theatre's phone number please use our Events/Tickets Line number (706) 613-3771. The Morton Theatre logo can be utilized on promotional materials and programs. Please contact us to receive the logo in various formats and the specifications for its use.
7. Your organization has the option to staff the box office for the run of the event. We can surrender all tickets, funds, and reports to the presenter. The Morton Theatre Box Office can reconcile ticket sales beginning at 6:00 p.m. on the evening of your first performance (or the Friday before if your event opens on a Saturday or Sunday). If you prefer box office assistance, we can contract out staff (see *rate sheet*). Special arrangements will be made for weeknight openings, with sales to resume by the facility staff the following weekday/s. The Box Office will be settled following your last performance or the last date our office sells tickets. Income collected through credit card and cash sales will be deducted from the final bill at settlement, checks will be surrendered to the presenter. A final settlement check for proceeds over the rental invoice will be processed within 3 business days of the close of the event.
8. Please submit your ticket request to the Administrative Office no later than two weeks before your ticket sales date. Failure to provide this information in a timely manner could affect the date your tickets are available for sale.

RATE STRUCTURE

\$25 per production fee for processing tickets

\$2.50 per transaction (charged to phone & walk-up patrons discounted for cash & check purchases)

\$2.00 per ticket (charged to patrons for online purchases)

I have read the preceding information as well as the Box Office Procedures and Guidelines and agree to the terms.

Signature

Date