

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. Tickets can be purchased 24 hours a day online. Please inform Morton staff of your alternate ticket purchase locations (or at least a valid phone number).
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 and Visa/MasterCard. 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. 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 as a contact for information, 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. The Morton Theatre Box Office will 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). Special arrangements will be made for weeknight openings, with sales to resume by the facility staff the following weekday/s. 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. Your organization will need to staff the box office for the run of the event. If you require box office assistance, we can contract out staff, (see *rate sheet*).
9. Your tickets will be available for sale as early as the next business day after you deliver them to the box office.

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