



FULL BOX OFFICE TICKET PRINTING FORM

The Morton Theatre Prints and Sells Your Event Tickets (see rate sheet) by phone, in person, and online.

FOR TICKETS SOLD BY TYPE: FILL IN ALL THAT APPLIES

EVENT PRESENTER: _____

EVENT TITLE: _____

EVENT DATE(s) & TIME(s): _____

PREFERRED TICKETS SALES BEGIN DATE: _____

CHECKS ACCEPTED? Y / N _____ CHECKS MADE OUT TO: _____

TICKETS ARE: RESERVED SEATING _____ OR GENERAL ADMISSION ((Requires Morton Theatre Approval) _____

TICKETS SOLD BY (See below) : TYPE _____ OR SECTION _____
(only fill out bottom box)

FOR TICKETS SOLD BY TYPE: FILL IN ALL THAT APPLIES

	ADVANCE	DAY-OF
ADULT:	\$ _____	\$ _____
SENIOR: Minimum age of _____ years old.	\$ _____	\$ _____
STUDENT: Check all that apply (see below): K - 12 _____ High School _____ UGA _____ Any College _____	\$ _____	\$ _____
CHILD: Between the ages of _____ years and _____ years old. Will children 0 – 2 years old have free entry? (Ticket required, see # 3 on back of form)	\$ _____ Yes _____	\$ _____ NO _____
OTHER: Ticket Type: _____	\$ _____	\$ _____

FOR TICKETS SOLD BY SECTION: SPECIFY PRICE FOR EACH SECTION YOU WANT SOLD

	ADVANCE	DAY-OF
ORCHESTRA LEVEL (272 seats) (4 ADA seats)		
ORCHESTRA CENTER (180 seats) :	\$ _____	\$ _____
ORCHESTRA LEFT (48 seats):	\$ _____	\$ _____
ORCHESTRA RIGHT (44 seats):	\$ _____	\$ _____
ADA Row (4 seats. More can be added, see #3 on back of form)	\$ _____	\$ _____
BALCONY LEVEL (151 seats)		
BALCONY CENTER (61 seats):	\$ _____	\$ _____
BALCONY LEFT (45 seats):	\$ _____	\$ _____
BALCONY RIGHT (45 seats):	\$ _____	\$ _____
UPPER BALCONY (53 bleacher seats)		
BLEACHER SEATS (53 GENERAL ADMISSION seats)	\$ _____	\$ _____

SPECIAL INSTRUCTIONS (including Comp ticket info, add additional page/s as needed): _____

REQUESTED BY (PLEASE PRINT NAME): _____ DATE: _____

SIGNATURE: _____ PHONE NUMBER(S): _____

1. Any changes to the information provided on the reverse of this form must be submitted in writing via e-mail (mortontheatre@athensclarkecounty.com) or fax (706) 613-3773. We will acknowledge receipt.
2. The Morton Theatre Box Office hours are weekdays from 12:00 p.m. to 6:00 p.m. (excluding ACC Holidays) or 24/7 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 480 seating capacity, including infants, toddlers, and children ages 0-2. Everyone must possess a ticket for ticketed events; the presenter determines pricing, see chart on the other side of this form. There are 4 ADA seats in Row S of the Orchestra Left section. We can accommodate up to 8 ADA audience members if advance notice is given at least 7 days prior to the event.
4. The Morton Theatre accepts cash, Visa/MasterCard/Discover/Amex, 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 can avoid all fees by using cash or check for their ticket purchases in person. Ticket income, not including transaction fees, collected through credit card and cash sales will be applied to the final bill at settlement.
5. The Morton Box Office works on a point-of-sale basis; no reservations are accepted. Paid or complimentary 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. The Morton Theatre will staff all Box Office Attendants. You will be invoiced for the hours worked by Box Office Attendants; please note, Box Office attendants have a required four-hour minimum call. The Box Office will be settled following your last performance or the last date our office sells tickets. Ticket income collected through credit card and cash sales will be applied to 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 5 business days of the close of the event.
8. Please submit this form 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.
9. Note: The Morton Theatre recommends reserved seating for all high occupancy events. General admission seating requires approval by Theatre Management, and is subject to additional fees and/or labor charges for crowd control.

RATE STRUCTURE

\$30 per production fee for processing tickets + \$0.30 per ticket sold supply fee invoiced to presenter
 \$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

Title

Office Use Only (11/17)

Received by _____	Date Received _____	Tix Entry Date _____	Entered by _____	Sales Begin on _____
-------------------	---------------------	----------------------	------------------	----------------------