



TICKET OUTLET RECEIPT FORM

The Morton Will Sell an Allotment of up to 100 Presenter-Provided Tickets
For a box office set-up fee (see rate sheet).

EVENT TITLE: _____

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

PREFERRED TICKETS SALES BEGIN DATE: _____

CHECKS ACCEPTED? **(Yes or No)** _____ CHECKS MADE OUT TO: _____

OTHER TICKET OUTLETS: _____

SURPLUS TO BE PICKED UP ON: _____ WHO WILL PICK UP THE SURPLUS? _____

PRESENTER WILL OPEN BOX OFFICE AT: _____

TICKETS ARE : RESERVED SEATING _____ **OR** GENERAL ADMISSION _____
(See #10 on back of page)

TICKETS SOLD BY (See below) : TYPE _____ **OR** SECTION _____

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)	\$ _____	\$ _____

Quantity	Ticket Type/Description	Numbered from # to #	Reserved Seating or General Admission?

DELIVERED 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 hours a day online. Presenter's event box office and will call should open at least one hour prior to the posted event time.
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 only. 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 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 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. The Presenter is responsible for their own Box Office. The Morton Theatre provides no box office infrastructure for the presenter
8. Your organization will need to staff the box office for the run of the event. Presenter-conducted sales must make provisions for credit card transactions, and a change bank for cash transactions.
9. Your tickets will be available for sale as early as the next business day after you deliver them to the box office.
10. 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
 \$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 _____
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