# Ticketing and Lobby Set-Up Form

Personal Information is collected under the authority of Section 11 of the Municipal Act, 2001, c.25. The information will be used for the administration of event performance(s) at Meadowvale Theatre and to contact you regarding your event/performance(s). Questions about this collection should be directed to Supervisor, Meadowvale Theatre, City of Mississauga 905-615-3200 ext. 2010.

**Complete** and return an electronic copy of this form **6 weeks prior to the first event date**. Forms will be processed within 5 business days; any form submitted within a week of the ticket sale date may delay the start of ticket sales. **Email** this form to

**General Inbox**

[**meadowvale.theatre@mississauga.ca**](mailto:meadowvale.theatre@mississauga.ca)

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| --- | --- |
| **Ticketing Account Information** | |
| Name(s):  *of person authorizing ticket holds* | Click here to enter text. |
| Address: |  |
| Phone Number: |  |
| Email Address: |  |
| Company Name: |  |
| Pay balance payment with ticket sales revenue? | Choose an item. |
| If no, please be reminded that **event balance payment is due 14 days prior to the first event date.** | In person: Customer Service Centre at Paramount Fine Foods Centre (North Building – 5600 Rose Cherry Place, Mississauga, ON) or at any Mississauga community centre.  By phone: 905-615-4100 ext. 3 (credit card only) |

**HST Exemption**: HST will not be charged on tickets if your group meets the following: not-for-profit and minimum 90% volunteer. If advertising the use of professionals, this exemption does not apply.

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| Does your group qualify for this exemption? | Choose an item. |

# Box Office Ticket Information

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| **Ticket Layout**  **Event Name** | |
| Row 1 of Ticket  (50 characters) |  |
| Row 2 of Ticket  (50 characters) |  |

|  |  |
| --- | --- |
| Seating Plan: | Choose an item. |
| Show Date(s): | Click here to enter text. |
| Show Start Time(s): | Click here to enter text. |
| Length of Performance: | Click here to enter text. |
| Ticket Sale Date:  (Ticket sale dates are not exclusive to any event) | Click here to enter a date. |
| Event Rating  (Check one) | G – General Audience  PG – Parental Guidance  PG 13 – Parents Strongly Cautioned  R – Restricted (18+) |
| Max Age for Child Ticket | 12 years of Age - Default |
| Would you like your tickets sold online (in addition to box office/phone)? | Choose an item. |

Ticket Prices

Final ticket prices are inclusive of $1.70 Community Access Fund fee plus HST, where applicable.

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| **Category** | **Final Advertised Prices** |
| e.g. Adult |  |
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Ticket Holder Terms and Conditions

* Fire and safety regulations require all audience members to have a ticket, including children of any age
* Please review the full ticket [Terms and Conditions and Privacy Statement](https://secure1.tixhub.com/meadowvale/online/refundpolicy.asp)

$0 Value Complimentary Tickets

* Zero value tickets can be booked with a unique promo code which you will receive by email after your tickets are programmed.
* Zero value tickets can be processed by box office or online (for an online service fee $2.00, plus HST) fee per ticket or per subscription applied.

Ticket Holds

If you require any seats to be put on hold and not sold when tickets go on sale, please identify them below. When you request stairs to be added to the stage, we reserve two seats on either side of the stairs for volunteers to man (mandatory requirement). Row A, seats 7 and 8 will be reserved for Stage Left stairs. Row A, seats 17 and 18 will be reserved for Stage Right stairs.

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| --- | --- | --- | --- |
| [**Seat Location(s), click to see seat map**](http://www.mississauga.ca/file/COM/SeatingPlan2009.pdf) | **# of seats** | **Performance Date** | **Reserved as** |
| Click here to enter text. | Click here to enter text. | Click here to enter a date. | Ticket Hold  Complimentary |
| Click here to enter text. | Click here to enter text. | Click here to enter a date. | Ticket Hold  Complimentary |
| Click here to enter text. | Click here to enter text. | Click here to enter a date. | Ticket Hold  Complimentary |
| Click here to enter text. | Click here to enter text. | Click here to enter a date. | Ticket Hold  Complimentary |
| Click here to enter text. | Click here to enter text. | Click here to enter a date. | Ticket Hold  Complimentary |
| Click here to enter text. | Click here to enter text. | Click here to enter a date. | Ticket Hold  Complimentary |
| Click here to enter text. | Click here to enter text. | Click here to enter a date. | Ticket Hold  Complimentary |
| Do you require stairs to be set-up? | Stage Left  Stage Right  Both | | |

Online Event Posting Information

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| 200 Word Event Description:  (may be edited for marketing purposes) | Click here to enter text. |
| Performance warnings (e.g. strobe lights, weaponry, loud sudden noises, violence, explicit language, mature content) | Click here to enter text. |
| What language(s) are used in the performance? | Click here to enter text. |
| Event Image(s):  *Maximum size: 5MB per image* | Attachments submitted in email – *all images are due at the time of submitting this form* **(PDF files not accepted);**  If no image is received, a generic image will be provided. |

# Lobby Set-up

The lobby is not accessible unless it is part of your booking and Front of House staff are scheduled to supervise the area.

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| Lobby Access Time for Setup: | Click here to enter text. |
| Are patrons allowed to film the Event? | Choose an item. |
| Number of Tables Required:  Cocktail Tables – 10 available  Rectangle 6’x2.5’ – 8 available  Rectangle 4’x2’ – 2 available | Click here to enter text. |
| Number of Chairs Required:  (20 available) | Click here to enter text. |
| Would you like to use the standard lobby set-up?  (see standard set-up **here**) | Choose an item. |
| If not, please **use this link** to create your own set-up. | The custom lobby set-up will need to be submitted along with this form and is subject to approval. |
| Intermission? | Choose an item. |
| Number of Intermissions: | Click here to enter text. |
| Length of Intermission: | Choose an item. |

Banners and Signage

Signage, banners and way-finding must adhere to [Meadowvale Theatre Rules and Procedures](https://www7.mississauga.ca/documents/culture/meadowvaletheatre/Meadowvale_Theatre_Rules_and_Procedures_v1.0.pdf).

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| Are you bringing free standing signage? | Choose an item. |
| How many signs/banners will you be bringing? | Click here to enter text. |
| Number of Easels Required:  (10 available) | Click here to enter text. |
| TV Lobby Screens | If you would like an image displayed on the Meadowvale Theatre TV Lobby Screens during your event, attach the image when submitting this form. The specs are:   * Image: 1920x1080 pixels (.jpeg preferred) * Video: mp4 using H.264 codec | 30fps | max 8Mbps bitrate |

\*If you require any assistance completing this form, please feel free to contact us.\*