



**VAPA Box Office Service Agreement
for non-College Users of
Crocker Theater, Samper Recital Hall, and Black Box Theater
Agreement Form**

This agreement made and entered into on _____ (date) by and between

(VAPA Box Office) and

(Non-College User Offering Tickets for Sale to the Public)

Covers *required* use of VAPA Box Office Services by a non-College user offering tickets for sale to the public for the following event(s):

(Name/Date(s) of Event).

Terms

The VAPA Box Office Service, coordinated by Sandy Bieser (Box Office Specialist), will provide the non-College user identified above with complete pre-event and event box office services, including online and in-person sales, and patron data collection in exchange for 5% of gross ticket sales (using face ticket values). Additional ticket fee surcharges to be borne by the non-college user or patron include:

- a) Per ticket processing/administrative fee of \$1
- b) \$15 per event charge for ticket stock/ticket printer maintenance
- c) 3.5% credit card merchant account fees assessed by Vendini on the face value of the ticket and deducted from ticket revenue to the non-college user
- d) Online purchase fees assessed through Vendini Patron Management System (borne directly by patron)
- e) Ticket mailing charges of \$2/order (paid by patron only when such service is requested; otherwise, pre-purchased tickets will be available at the event Will Call).

The Box Office Specialist will review these fees and surcharges with the renter when setting up the event in Vendini and suggest ways in which the presenter might embed some of the above costs within the base ticket price.

All funds due to the VAPA Box Office, including 5% of gross ticket sales and all additional ticket fees and surcharges as above, will be deducted from gross ticket sales and retained by the VAPA Box Office in consideration for these services. The remaining ticket sales revenue less any funds due to Cabrillo College for base daily use fees and all other facility use charges identified in the facility use agreement will be remitted to the "Non-College User" identified on

this Agreement Form *no later than 3 weeks following the event*. Consult with the Box Office Specialist for further details.

IMPORTANT: All non-college presenters offering tickets for sale to the public must offer discounted tickets to students that are at least 25% less than their highest ticket price.

The individual/s signing this VAPA Box Office Service Agreement warrant and represent that they have the full power and authority to enter into this agreement and fully perform in accordance with the terms thereof.

Non-College Partner and Cabrillo College hereby accept and agree to be bound by terms and conditions as outlined herein.

For Non-College Representative _____ Date: _____

Box Office Specialist _____ Date: _____

VAPA Division Dean _____ Date: _____