



TRIM Reference: \_\_\_\_\_

## BOX OFFICE INFORMATION

### PART 1: HIRER'S DETAILS

Hirer: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Street Address: \_\_\_\_\_

Postal Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Mobile Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

Title of Performance: \_\_\_\_\_

Billing to appear on Ticket: \_\_\_\_\_

### PART 2: FRONT OF HOUSE/BOOKING DETAILS

Day of the Week	Date	Start Time	Interval	Finish Time

**VIDEO RECORDERS, CAMERAS AND SOUND RECORDING EQUIPMENT ARE NOT PERMITTED IN THE AUDITORIUM DURING PERFORMANCES WITHOUT PRIOR APPROVAL BY MANAGEMENT. MOBILE PHONES AND ALL DIGITAL AND ELECTRONIC EQUIPMENT SHOULD BE SWITCHED OFF PRIOR TO PERFORMANCE.**

### PART 3: TICKETING DETAILS

The following prices should include all booking fees and GST.

Opening Date for Counter & Online Bookings: \_\_\_\_\_

#### **PLEASE NOTE**

The Council has become affiliated to the WA Companion Card program and hence requires that a ticket shall be issued at no charge to the holder of a "Companion Card" for her/his carer attendant.

Ticket Selling Price To Patrons	
<p><b>1. COMPANION CARD</b></p> <p><input type="checkbox"/> Please tick here that you have read this condition in the Conditions of Hire</p>	<p>You may limit the number of Companion Tickets issues. Please indicate the limit you wish to apply = _____</p>
<p><b>2. ADULT/FULL PRICE</b></p>	<p>\$</p>
<p><b>3. EARLY BIRD</b></p> <p>Please specify cut-off date:</p>	<p>\$</p>
<p><b>4. CONCESSIONS</b></p> <p>Please tick Concessions available:</p> <p><input type="checkbox"/> Pensioners</p> <p><input type="checkbox"/> Seniors Card</p> <p><input type="checkbox"/> Health Care Card</p> <p><input type="checkbox"/> Full-Time Student (Over 18)</p> <p><input type="checkbox"/> Other: please specify</p>	<p>\$</p>
<p><b>5. FRIENDS OF THE QPT</b></p>	<p>\$</p>
<p><b>6. GROUP CONCESSION</b></p> <p>Please specify Group Size:</p>	<p>\$</p>
<p><b>7. FAMILY 2 Adults and 2 Children</b></p>	<p>\$</p>
<p><b>8. CHILDREN/STUDENTS</b> under 18</p> <p>Please specify:</p>	<p>\$</p>
<p><b>9. OTHER</b></p> <p>Please specify:</p>	<p>\$</p>

#### **PART 4: MEDIA AND COMPLIMENTARY TICKETS**

Please specify the number of seats you require for media and guests:

Print	
Geraldton Guardian	
Midwest Times	
Television	
GWN	
WIN	

Radio	
ABC	
96.5 FM	
98.1 FM	
Other	
Please specify:	

Please specify the number of seats you require for media and guests:

\_\_\_\_\_

## PART 5: MERCHANDISE

Is a Merchandise Seller required:	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
Is a Float required:	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Is YES, how much: \$ _____
Programs:	\$ _____	Arrival Date:	_____
CD/DVD"	\$ _____	Arrival Date:	_____
Other, please specify:			
	\$ _____	Arrival Date:	_____
	\$ _____	Arrival Date:	_____
	\$ _____	Arrival Date:	_____
	\$ _____	Arrival Date:	_____
	\$ _____	Arrival Date:	_____

## PART 6: QPT BOX OFFICE DETAILS

Street Address: The Box Office  
Queens Park Theatre  
75 Cathedral Avenue  
GERALDTON WA 6530

Postal Address: The Box Office  
Queens Park Theatre  
PO Box 101  
GERALDTON WA 6531

Telephone Number: (08) 9956 6662

Facsimile Number: (08) 9956 6674

Tickets Available: Monday to Friday 8:30am to 5:00pm – Civic Centre  
Monday to Sunday – Geraldton Regional Library  
Monday to Sunday – Geraldton Visitors Centre  
QPT Box Office opens two (2) hours before any performance

Online Ticket Sales: [www.queensparktheatre.com.au](http://www.queensparktheatre.com.au)  
**Web-tickets may be collected at the Civic Centre – 63 Cathedral Avenue, Geraldton (during normal business hours) and at the Box Office 2 hours prior to any performance.**

- Tickets may be paid for by Cash, Cheque, Bankcard, MasterCard, Visa or EFTPOS.
- **A 0.5% fee is charged to the hirer on all credit card payments.**

## **PART 7: GENERAL INFORMATION**

The Queens Park Theatre holds a total of 656 seats configured as;

**MAIN AUDITORIUM** (Downstairs)                      **505**

**CIRCLE** (Upstairs)                                      **151**

Please indicate your preference for the **THRUST STAGE EXTENSION** (please tick 1 option);

- |   |   |
|---|---|
| <input type="checkbox"/> To be at Stage Level           | <i>Reduces seating capacity by 48 seats</i>     |
| <input type="checkbox"/> To be used as an Orchestra Pit | <i>Reduces seating capacity by 48 seats</i>     |
| <input type="checkbox"/> To be used as Seating          | <i>Full 505 seat capacity in the Auditorium</i> |

### **PLEASE NOTE**

Stage Extension is 3.5 metre past the Proscenium Arch.