

Any questions about completing this form should be directed to:

[Lorraine McVicar](#)

905-338-4161 ext. 3204

On Sale Date of Tickets

The Box Office will put your Event on sale on _____

as long as we receive this document 7 days in advance of that date. The scheduling and marketing of your event must be coordinated with over 200 different events at the Oakville Centre each year.

Event Information

Name of person completing this form: _____

Daytime Phone: _____ Email: _____

Name of Presenting Organization: _____

Title of Event: _____

HST Number (if applicable): _____

Day of the Week	Date	Time	Length of First Act	Length of Intermission	Length of 2nd Act

Event Notices - do any of the following apply to your event?

please refer to "Where a production may be considered controversial" in [Schedule "B"](#)

Some scenes or language may offend

Loud Noises

Strobe lighting

Age Recommended

Babes in arms (24 months and younger) permitted

Yes

No

Event Recording

Camera(s) MUST stay in one location in the auditorium while there is an audience in the building

Camera(s) must be set up between 30 to 60 minutes prior to show start - crew to report to Tech Supervisor for setup location and assistance if required.

Will your performance be videotaped

Yes

No

or photographed?

Yes

No

Will there be a camera on

the platform house right?

Yes

No

or the centre back of house? *

Yes

No

*will require that seats not be sold

Details:

Ticket Prices

Fill in any prices that you are offering in the table below. All taxes and fees (except postage) are included in the advertised ticket price. Please use the blank space if you need a Price Code not listed.

Price Code	Advertised Price	Comments
Comp	\$0.00	Not available online
Regular		
Child 12 & Under		
Student		
Senior		
Group 10+		
Consignment*		* tickets that you take out to sell by your group. Please indicate what price is to be printed on the tickets.

[Auditorium ticket price samples](#)

[Studio ticket price samples](#)

Complimentary / Held Tickets

Do you require any seats to be made unavailable before your event goes on sale? Any tickets to be pulled as comps for guests or dignitaries ? Any tickets to be pulled to accommodate camera(s)?

For: (eg. Mary Smith, Director, or hold in case required for emergency)	Number of Tickets	Location of Seats (eg. R 11 & 12)	Performance Date
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Up to 50 tickets per event may be pulled at no charge. \$1 per ticket fee will be applied for every ticket after that.

Consignment Tickets

Do you want a block of tickets to sell by your group directly? *			Yes	No
Number of Tickets	Location of Seats (eg. R 11 & 12)	Performance Date		
_____	_____	_____	*Please note you will be charged CPF for each consignment ticket provided you. Each unsold ticket returned to inventory will have the Processing Fee refunded and a \$0.50 restocking fee applied. CF and Processing fees apply to any ticket given away.	
_____	_____	_____		
_____	_____	_____		
_____	_____	_____		
_____	_____	_____		
_____	_____	_____		

You must maintain records of ticket buyers and a list template will be given with the tickets to assist you with that.

Website Information

Please attach or give a description of your event including approximate running time and any other information that would help our Box Office staff when answering inquiries. The information will also be posted on our Web Site when tickets go on sale.

Your website url (optional) : _____

Link to YouTube video (optional): _____

Image Size Required

Two images are required for your event. Both images will be sized to 72 dpi. Feel free to send a higher resolution, we can always scale it down!

Please do not provide an image with show description text on it, as that information will be shown separately on the listing.

The image size required is 1140 by 760 pixels for the website and will be used on our website listing and our ticketing software calendar.

The other image size required is 576 by 1024 pixels and is used for the sign beside the front entrance of the building.

Anything else we should know?

Schedule "C" H.S.T. on ticket sales



The Oakville Centre for the Performing Arts
130 Navy Street, Oakville, Ontario L6J 2Z4

Name of Organization:

Event Name and Date:

Tickets that attract H.S.T.

H.S.T. Registration Number: RT

This number must appear on the ticket when H.S.T. is charged as part of the ticket sale

It is your responsibility to remit the H.S.T. on ticket sales. OCPA will collect H.S.T. on your behalf and itemize it in the revenue section of your settlement.

Tickets that are H.S.T. exempt (not for profit groups only)

If your group is registered as **either a charitable or not for profit organization**, the ticket price may be H.S.T. exempt. Do any of the following apply?

Small Trader's exemption (ie: gross revenue per year under \$30,000)

The performance of amateur status with minimum 90% volunteer participation (note that if you advertise the use of professionals this exemption does not apply)

Admission Fee for this event is \$1.00 or less (ie: direct cost exceed projected revenues)

The Lessee hereby acknowledges that for this Agreement H.S.T. will be collected on all tickets sold at the Oakville Centre unless the Lessee indicates exemption from collecting tax under one of the above exemptions – for Not for Profit clients only.

Representative's name

Date

I have read and understand the [Schedule B Rules and Regulations](#)

I have read and understand [R Zone Procedure](#)

Next Steps: Complete the **Audience Services** and **Technical Services Questionnaires**