

POPEJOY HALL
Facility Rental Information and Guidelines

Popejoy Hall is located on the UNM campus in Albuquerque, New Mexico and has been a landmark in the community for over 30 years. The hall was completely renovated in 1996 and equipped with state of the art acoustical systems. It is a fully rigged theater hosting Broadway tours, national and international music, dance, drama and performance art and lectures. Its long time resident companies include the New Mexico Symphony Orchestra and the New Mexico Ballet Company. The hall is regularly used by UNM musical and choral groups and by other University and community organizations.

The hall seats 1950 patrons in orchestra, mezzanine and balcony. The orchestra pit "seat cart" accommodates an additional 90 patrons when not being used as a stage apron for productions.

Popejoy Hall is managed by UNM Public Events, an auxiliary enterprise of the University of New Mexico.

UNM Public Events/Popejoy Hall
MSC 04 2580
1 University of New Mexico
Albuquerque, NM 87131-0001
Ph. 505-277-3824
www.popejoyhall.com

POPEJOY HALL

Facility Rental Information and Guidelines

Revised June 1, 2006

Reservations and deposits

A verbal reservation will hold an available date on the calendar for up to 30 days. UNM will send rental forms. To confirm a reservation, a completed rental agreement, ticket request form, and deposit must be returned to UNM Public Events by the expiration date. If UNM Public Events has not received your rental agreement within 30 days of your initial request, we reserve the right to drop your event from our schedule without any further notice to you. Therefore, it is the renter's responsibility to take note of the expiration date.

Deposit of \$1500 per facility use day is due with the rental agreement. Deposits are non-refundable, but are applied to overall expenses. Deposits must be in the form of a certified bank check. If Renter is unable to complete the rental agreement, or the ticket request, or is unable to pay the deposit by the agreed deadline the contract is null and void and the event will not be produced at Popejoy Hall.

One week prior to the first performance date, if ticket revenues held by the UNM Ticket Office are not at least 90% of the estimated total rental costs, renter must submit the balance of the base rent plus estimated full event stage and technical labor, and any other pre-arranged costs that have been paid by University of New Mexico. If renter is unable to make these payments (by certified bank check), the event may be cancelled and ticket buyers reimbursed. Reimbursements will be for the base ticket price only, and will not include what a purchaser paid in service charges. The renter forfeits any deposits made to UNM up to this point.

Rental fees and other charges:

The **basic rental fee PER PERFORMANCE is a minimum of \$3500 or 15% of renter's gross ticket revenues, whichever is greater, but not to exceed \$5000.** The **rental fee for a rehearsal or set-up day is \$2000** when those activities take place on a day other than the main event day. The basic rental fees give the renter the right to full use of the facility and fixed equipment as well as a technical manager, a house manager, a stage door attendant, ticket takers and ushers during the event. Labor, equipment and special services are billed in addition to the rental fee, as outlined in the Labor & Equipment Rate sheet.

Labor and specific equipment are charged in addition to the basic rental fees. Labor includes sound technicians, light board operators and stagehands for all activities related to renters use of facility; equipment that requires trained, certified, or licensed operators, equipment or services procured from outside UNM, piano tuning, and extra hours to load in or out, or to rehearse on a day other than the main event day. Renters who wish to complement UNM's professional staff with their own employees or volunteers must take full responsibility for those individuals and must include those individuals on their required insurance rider. UNM reserves the right to request credentials of any individuals who may operate equipment owned by UNM. Any such operators must be approved, in advance of the event, by UNM Public Events technical staff.

Open Rehearsals

Whenever there are more than 25 people in the house during a renter's rehearsal, a house manager will be scheduled and the renter will be billed at an hourly rate for the house manager.

Special Services

If renters request or require **security personnel, emergency medical teams, or other special services**, these can be arranged through UNM, however the cost of these services will be charged back to renter with an additional 15% administrative fee. The renter must provide a coordinating representative to supervise or instruct the special personnel as this is not a function of the Popejoy Hall staff.

Technical/Stage set-up

Because of the large volume of events in Popejoy Hall, and the need for efficient stage turnovers for different events, Popejoy Hall staff must plan in advance for each event presented in the facility. Therefore, it is imperative that renter provide detailed technical requirements in writing to UNM Public Events at least two weeks prior to the rental date. If renter/promoter is unable to provide adequate stage design, light plots, or sound requirements, in writing, along with the rental contract, the production may not be suitable for Popejoy Hall. UNM Public Events reserves the right to decline renters who demonstrate a lack of experience or comprehension of the technical details & scheduling requirements of events. Last minute changes or requests may result in extra charges to renter.

Concessions & Merchandise

All food and beverage sales are provided exclusively by UNM. Renters are permitted to sell non-food items during their rental period, with prior approval. UNM retains a percentage of the gross sales. If the renter desires, UNM can provide sales assistants, which will increase the percentage retained by UNM. All vendors are required to conduct a “count-in” of items prior to sales and a “count-out” at the end of the run, with the Popejoy House Manager present. A settlement will occur at the end of the run. Vendors must display price lists and acceptable forms of payment in a visible location for patrons. On Schedule B of the rental agreement, Renters must express their desire to sell merchandise.

Insurance

A Certificate of Insurance is required by all renters. Renters must maintain public liability insurance in the amount of \$1,000,000 per occurrence. Renters must also carry workers compensation insurance when required under the provisions of NM State Workers Compensation Law. Proof of insurance must be received at least 10 days in advance of the event.

Rental Reconciliation

After your event, the ticket office will submit to UNM Public Events a final report of ticket sales. The “per-ticket” surcharges and credit card fees will be deducted from the gross ticket sales to arrive at an adjusted gross profit. The facility rental fee will be deducted from the profit. The actual expenses will be calculated by UNM Public Events, based on facility usage and labor. These expenses will be deducted from the profit. Renters’ deposits will be applied to expenses. If the renter has submitted advance payments based on estimates, the reconciliation will reflect those payments. Any balance due renter will be paid by University check within 30 days of settlement. Any proceeds due to UNM will be paid by the renter within the same period.

POPEJOY HALL
Facility Rental Information and Guidelines

Ticketing services

Renters are required to use UNM Ticketing Services which includes a large outlet network, website and phone center, and two ticket offices at UNM.

UNM Ticket Offices accept VISA, MasterCard, Discover and American Express for ticket sales. The renter pays the market bank fees for credit card sales. The ticket buyer will pay standard service charges on credit card transactions.

The UNM Ticket Office is located at the UNM Bookstore at Cornell & Central and is open Tuesday through Friday from 10am – 6pm. The Lobo Ticket Office at the Pit (basketball arena) on the corner of University Blvd. and Cesar Chavez Ave. is open Monday through Friday 8:30 – 5:00pm. The event ticket office at the entrance to the Center for the Arts opens one hour before each performance for “Will Call” and ticket sales at the door.

Tickets are sold through the phone room at 1-877-664-8661 and all Raley’s supermarkets in Albuquerque and Rio Rancho. All buying locations must be listed in all promotional materials.

Ticketing fees

For each ticket sold, UNM retains a standard *facility use fee* of \$ 2.50 to distribute to ticketing services, parking services and maintenance. The facility use fee should be built in to the ticket prices and transparent to the ticket buyer. **For events where no admission is charged, the renter is responsible for a flat surcharge of \$1500 per event/function to cover the facility use fees.** A pro-rated amount may be assessed based on a drop count (actual attendance).

Tickets are required for all events regardless of whether admission is charged. For free events, renters may be charged \$.10 per ticket to cover the cost of printing. Or renters may provide and distribute their own “passes” not to exceed 2000. Fire and safety regulations mandate the maximum number of people in the auditorium where the seating capacity is just over 2000. In order to be admitted to the theater, all patrons must have a pass or valid identification verified by Renter.

The ticket office assesses *credit card transaction fees* (at a fixed rate of 3% of the face value of ticket), for which the renter is responsible. Approximately 80% of tickets are purchased with credit cards.

Marketing & Advertising

Renter is solely responsible for advertising its event. UNM Public Events must approve marketing materials before they are distributed to the public. A renter **MUST NOT** advertise an event until a ticket request form has been approved by the ticket office and the “on-sale” date is agreed upon. All marketing materials must include information about parking and shuttles, and ticket sales locations. The layout of the UNM campus and specifically, the public areas surrounding the performing arts center (mall and lobby), restrict certain activities – such as large displays, guest receptions, vehicle access, etc. Renters should be cautious in promising sponsors who wish to engage in such activities on the UNM campus. UNM does **NOT** grant exclusive use of premises.

Parking & shuttles

Parking is always a challenge on the UNM campus. A limited amount of paid parking is available seven days a week in the parking structure just east of Popejoy Hall, and in visitors lots southeast of Popejoy Hall. In order to alleviate traffic and parking problems on campus, UNM offers a free shuttle service for most events in Popejoy Hall with service to and from the parking lot located on University Blvd. just north of Lomas Blvd. Shuttle service begins one and one half hours before Popejoy events and continues to run until one hour after the end of the event. It is required that renters include information about this service in their promotional materials. A portion of the renter’s ticket surcharge (facility use fee) covers the shuttle service. Parking for vehicles belonging to renters, performers, and event organizers can be arranged near the Popejoy loading dock. There is usually space for six regular vehicles, one tractor trailer and one bus.

Consultation with Renters

Popejoy Hall staff will consult with renters to assist them in filling out the rental agreement and attachments. Renter must **make an appointment** with the Event Coordinator and the Ticket Office Manager prior to completing the rental agreement to ensure that all parties understand the nature of the agreement, and that accurate information is included in the agreement. These arrangements may also be conducted through electronic mail and fax.

Labor and Equipment rates

Popejoy Hall house staff	\$ 20.00 per hour (for staff not included in basic rental fee)
Union (IATSE) stagehands	\$ 18 – \$30 per hour (min. base rate to max. over time)
Light board operator	\$ 16 - \$24 per hour
Sound board operator	\$ 16 - \$24 per hour
Student stagehands	\$ 8.00 per hour
Student floor managers	\$ 8.00 per hour
Piano tuning	\$75
Hired security	At cost plus 15% (approximately \$15 per hour per person)
Outside equipment rentals	At cost plus 15% administrative fee
Backline (drum sets)	
Special request mics/monitors	
Props (if not owned by Popejoy)	

A labor rate sheet may be provided to renters upon request. UNM Public Events will not estimate labor costs for renters without a written document from the renter detailing technical requirements.

UNM PUBLIC EVENTS / POPEJOY HALL
FACILITIES RENTAL AGREEMENT

This Agreement is made by and between the **UNIVERSITY OF NEW MEXICO, PUBLIC EVENTS**, whose address is POPEJOY HALL, MSC 04 2580, 1 University of New Mexico, ALBUQUERQUE, NEW MEXICO 87131-0001 and **RENTER**, whose full address is listed below. The UNIVERSITY hereby rents to RENTER on the terms and conditions set forth in this Rental Agreement the designated portions and common areas of POPEJOY HALL and designated sections of the CENTER FOR THE ARTS, collectively referred to as "the PREMISES."

GENERAL INFORMATION

Name of Renter/Organization: _____

Address including street, P.O. Box, state, and ZIP: _____

Contact Person: _____ Fed. Tax ID #: _____

Telephone(s): _____ Fax: _____

TITLE and Description of Event: _____

Contract is not valid until renter completes each section in detail. Entries such as "to be determined" or "will be forthcoming" are not acceptable. Contract will be returned to renter for completion and will not be signed by UNM until the information is complete.

SCHEDULING

Load-in Date & Time: Performance Date(s): Curtain Times: Running Time: Out:

RENTAL FEES

BASIC Rental fee is 15% of renters adjusted ticket revenue with a minimum of \$3500, but not to exceed \$5000 PER PERFORMANCE, PLUS \$2000 for each additional day used for set up and rehearsals, load in and load out, when these activities do not occur on the performance days, PLUS all hired labor & services, and any equipment procured from outside UNM on behalf of the RENTER.

Deposit: \$ _____ Due Date: _____ Paid Date: _____

1. **BASIC rental fee** covers a technical manager, a stage door attendant, all available equipment, a house manager, ticket takers and ushers. Additional personnel, rental or purchase of equipment or supplies required by RENTER will be billed back to RENTER. **A 15 % administrative fee is applied** to labor and services that are not covered by the basic rental fee. RENTER shall be charged for, and agrees to pay for, all time, services, and costs incurred.
2. RENTER is subject to a **facility use fee based on \$ 2.50 per each ticket sold** for RENTER's event; or if no admission is charged, a flat facility use fee of \$1500 per event will be assessed. If RENTER desires that the ticket office print tickets for events without an admission charge, there will be a \$.10/per ticket printing fee. Facility Use fees are deducted from ticket revenues and disbursed to UNM entities for parking and shuttle services, box office services, and facility repair and maintenance. Facility use fees are non-negotiable.
3. The ticket office assesses **credit card transaction fees** which include service charges (variable) and bank fees at a rate of 3% for which RENTER is responsible. These fees will be deducted from the gross ticket revenue.
4. A **deposit** in the amount equal to **\$1500 per day** of facility use is due with the completed contract within 30 days of renter's initial request to hold dates. The deposit is non-refundable, but is applied to overall expenses. One week prior to first performance date, if ticket revenues held by the UNM Ticket office are not at least 90% of estimated total rental costs, Renter will be required to submit the (estimated) balance to UNM. If deposit or rental fees are not paid by RENTER by the due dates, this Agreement shall be cancelled by UNM and the renter's dates released. If UNM deems that ticket sales are not sufficient to cover rental costs one week prior to first performance date, UNM

reserves the right to cancel the event and negotiate a settlement of renters' pre-paid expenses. Any costs incurred by UNM on renters behalf are not refundable. When settlement is based only on facility usage rather than ticket revenues, all rental fees and estimated labor are due from renter 15 days prior to event.

UNM PUBLIC EVENTS / POPEJOY HALL FACILITIES RENTAL AGREEMENT

5. If RENTER cancels this agreement once executed, RENTER is responsible for the full rental rate; all additional expenses incurred by the UNIVERSITY in service of the rental; plus a minimum staff call of four (4) hours per employee scheduled, not to exceed the total rental estimate amount. Cancellation of the agreement must be made in writing. UNIVERSITY will provide a statement of charges to RENTER, for which RENTER is responsible to pay in full within thirty (30) days of the cancellation of this agreement.
6. The balance of fees owed to the UNIVERSITY will be deducted from net ticket sales on deposit with the University. Any profits due to RENTER will be paid by University check or transfer within 30 days after the close or cancellation of RENTER's event. Any proceeds due to UNM from RENTER will be paid within the same period. Most payments by UNM can be made within a few days. Thirty days is the maximum period for settling and processing payments.

MERCHANDISE CONCESSIONS

(All food & beverage concessions are provided exclusively by UNM. Renters may sell non-food items only)

7. The UNIVERSITY shall receive twenty (20%) percent of RENTER's gross merchandise sales made on the Premises, with fifteen percent (15%) retained by UNM Public Events and five percent (5%) retained by the University's contracted vendor for merchandise. If the RENTER provides sellers, UNM may reduce its percentage share, however, RENTER will still be responsible for the fee due to UNM's contracted vendor. In the event of an extended run, where merchandise sales percentage to UNM is below 15%, the renter will pay a separate 2% count-in/count-out and monitoring fee.
8. All merchandise vendors, whether selling themselves, or contracting with Public Events to sell their merchandise, are required to conduct a count-in with the House Manager or his/her representative no later than 2.5 hours prior to curtain on the first day of the run. A count-out and settlement will occur at the time of the last performance. Daily accounting will be provided to the House Manager or his/her representative throughout the run.
9. Location(s) of sales and items such as tables, drapes, displays, easels, etc. required by the vendor must be coordinated **in advance** with the House Manager.
10. Price lists and acceptable methods of payment must be neatly and visibly displayed by all merchandise vendors.

FRONT-OF-HOUSE SERVICES

11. The House Manager, ushers and ticket takers are employed exclusively by Popejoy Hall to provide service to the patrons attending events. Front-of-house staff members are not available for receptions or other activities Renter may desire to schedule in the lobby, mall, or other areas of UNM. FOH staff may assist with merchandise sales, ticketing problems or patron comments. FOH staff are the key safety officers and will be in charge of evacuation or other action that may become necessary in an emergency. Renters must abide by all safety standards set forth by the University of New Mexico and UNM Public Events.

TICKETING SERVICES & MARKETING

12. RENTER agrees to use **UNM Ticketing Services** subject to all policies and procedures including issues of consignment tickets, credit card bank fees, refunds, etc. RENTER must clarify these issues with ticket office representative. Renter assumes full responsibility for their ticket sales set-up. The ticket request form is an integral part of the entire agreement.
13. The UNIVERSITY reserves the right to hold up to (10) ten house seats and (10) ten trouble seats for every performance to handle last minute seating problems and/or customer complaints. Unused trouble seats and house seats will be released for general sale immediately after the beginning of the performance. If RENTER wishes to seat its employees, guests or volunteers, those individuals must have tickets that come from RENTER's inventory. RENTER may request complimentary tickets on the ticket request form.
14. The RENTER is solely responsible for marketing and promotions for its event and subject to UNM policies and procedures. RENTER will abide by the following requirements: marketing materials must include information about free shuttle bus service offered for all events in Popejoy Hall; Signage, posters, displays and banners must be approved by UNM Public Events before distribution. RENTER must supply easels or stands for any lobby displays on their behalf. **RENTER must not publicly advertise its event until the contract is fully signed by all parties and the ticket office has received and approved the Ticket Request Form.**

15. UNM is NOT bound by any agreements Renter may have with sponsors or other partners. Any such displays or activities in lobby, mall, and external areas may be limited or restricted. Renter must express the desire for sponsor activities well in advance of event, and must obtain written permission from UNM Public Events. It is NOT guaranteed that all requested activities will be granted.

USE OF PREMISES

16. Exclusive use of the Premises is **not** granted. The UNM Center for the Arts has multiple performing arts areas on the Premises and many support and access spaces are shared. Support spaces are assigned as available. The utmost performance etiquette is required of all RENTERS.
17. RENTER shall use the Premises for the purpose of the described event and for uses normally incident to such use, and for no other purpose unless previously authorized by the UNIVERSITY in writing.
18. RENTER agrees to comply with all laws, ordinances, rules, regulations and policies applicable to the Premises, and further agrees to comply with the direction of the UNM PUBLIC EVENTS Director or his/her designee.
19. RENTER is responsible for the restoration of all spaces used, including but not limited to light plot, soft goods, seating arrangements, and equipment to storage. Should RENTER not restore the facility, the UNIVERSITY reserves the right to conduct its own restoration, and bill RENTER for all associated costs.
20. RENTER shall use and maintain the Premises in a clean, orderly and safe manner. RENTER shall promptly surrender the Premises in good condition. RENTER shall promptly remove all of RENTER's personal property, without damage to the Premises, by termination date. All areas must be restored to the House Setup. All hallways, aisles, exits and exit signs are to be kept clear and unobstructed at all times. If any portion of the Premises or fixtures or equipment or facilities are damaged or destroyed by RENTER or if such damage is incurred during RENTER's use of the Premises, the damage shall be repaired, replaced, or restored at UNIVERSITY's direction. RENTER shall be solely responsible for the full cost and expense of repairs, replacement, or restoration. Damage includes anything that requires unusual cleaning.

INSURANCE AND INDEMNIFICATION

21. The UNIVERSITY is not responsible for loss, injury, or damage to persons or property except as provided in the New Mexico Tort Claims Act.
22. No later than two(2) weeks prior to the first use of the Premises by RENTER, RENTER shall provide general liability insurance in the amount of \$1,000,000 per occurrence and shall file with the UNIVERSITY a certificate of insurance in an amount and in a form acceptable to the UNIVERSITY, and shall comply with Workers Compensation law.
23. RENTER shall indemnify, defend and hold the UNIVERSITY OF NEW MEXICO, its officers, agents, employees and contractors harmless from any and all liability for damage or claims for property damage or personal injury, including death, and any other claims whatsoever, arising out of or resulting from the negligence or willful misconduct of RENTER, its officers, agents, employees, contractors or invitees. Such indemnification shall include reasonable costs of defense, judgments, settlements, attorney's fees, and such other costs as may be fixed by the court.

MISCELLANEOUS

24. RENTER shall assume responsibility for the reporting and payment of all applicable license and royalty fees, and any taxes warranted by their performances at POPEJOY HALL.
25. In the event that the performance of any of the covenants of this Rental Agreement on the part of the UNIVERSITY shall be prevented by act of God, the acts or regulations of public authorities, or labor unions, labor difficulties, strikes, civil tumult, war, epidemic, fire, flood, or any other cause beyond its control, the UNIVERSITY will be relieved of its obligations; and further, upon such event, neither party shall be obligated for any expenses incurred by the other party in preparation of the rental, including but not limited to, any and all expenses incurred for promotion, artist fees, or preparation costs, if any, as incurred.
26. This Rental Agreement may ONLY be amended by written Agreement signed by both parties.
27. This Agreement shall be construed and enforced pursuant to the laws of the State of NEW MEXICO. Bernalillo County shall be the location for any legal proceedings in this matter.

The person signing this Rental Agreement declares that he/she has the authority to bind the RENTER. In the event the signatory lacks such duly granted authority, said undersigned signatory personally assumes all liability for fees, costs and damages.

This Agreement is dated _____

"RENTER":

By: _____

Title: _____

By: _____

UNM Public Events Representative

SCHEDULE A
Bank & Business References for Commercial Renters

Please provide the names of two financial references if your organization has not previously rented Popejoy Hall.

Reference Name: _____

Organization: _____

Telephone Number: _____

Reference Name: _____

Organization: _____

Telephone Number: _____

Please provide a reference for a previous production you have been involved in:

Reference Name: _____ Telephone Number: _____

Organization & Location: _____ Venue Name: _____

Type, Title and date of Production:

Also list any advertising partners or sponsors who may be associated with your event and see section 15 of agreement regarding marketing:

SCHEDULE B
Front of House Information

TITLE and Description of Event: _____

Performance Date(s): _____

House Open Times: _____

(30 minutes before curtain is standard for Popejoy Hall)

Curtain Times: _____

(Standard curtain times are 7:30pm Sun–Thurs; 8:00pm Fri-Sat; 2:00 matinees)

Running Time (include time of each act and intermission):

Overture: _____

Act/Set 1: _____

Intermission: _____

Entr'acte: _____

Act/Set 2: _____

2nd intermission: _____

Act/Set 3: _____

Estimated Total Running Time: _____

Late Seating Policy (when is it appropriate to seat latecomers after start of program?)

Are there **any special effects** (smoke, haze, strobe lights, loud noises, etc.) that patrons should be warned of?

Meet & Greet Policy: (how would your company prefer to have contact with the public or limited friends and family after the performance – green room?, lobby? Other?)

Will **merchandise** be sold? _____ If so, will UNM provide sales assistants? _____

Name & phone of person in charge of merchandise:

Please see sections 7 through 10 of the agreement.

Will you provide free printed **programs** for patrons?

Name and phone number of contact person for programs:

Lobby Requirements:

Signature of RENTER

TICKET SALES REQUEST

For event in Popejoy Hall

Before tickets can be sold for your event in Popejoy Hall, the ticket office must receive authorization from the UNM Public Events office in the form of a completed, signed rental agreement & proof of paid deposit.

The *On-Sale* date MUST be approved by UNM Public Events and UNM Ticketing Services.

Complete the request form and return it to UNM Public Events. They will forward it to the ticket office. The Ticket Office must have the request form no later than 10 days prior to the requested *on-sale* date. Once the event goes on sale, the seating chart and price structure may not be changed.

The Ticket Sales Request form is a crucial part of accurately preparing and effectively selling tickets for your event. Please fill out the form completely, giving clear and specific information that may be used to promote ticket sales. To help clarify some of the terms used on the form, please review the following:

SEATING TYPE: Renters may choose either *reserved* or *general admission* seating for an event. Reserved seating guarantees a particular seat to a patron once they have purchased their ticket. General admission guarantees that they will have a seat, but indicates *first come, first served*. Either type of seating can work successfully, depending upon your particular event. If you need further information to help with your decision, please contact the Ticket Office Manager at 505-925-5638.

SCALING: In a reserved seating house, scaling refers to how the seating is divided by price. It is recommended that you scale the prices based upon the quality of the seating areas. Most patrons place more value on being front and center, and prefer not to sit in the back of the balcony, therefore want to pay *less* for balcony seating. If the staging of your event will cause sightline issues for certain seating areas, you may want to scale the affected seats accordingly. You can also block those seats or eliminate them from sales.

PIT: Prior to setting up your tickets & seating chart, we recommend that you consult with the production staff regarding pit seating. The type and size of your event may impact the pit configuration. If your event includes a live orchestra in the pit, that area will obviously not be available for patron seating.

DISCOUNTS: The use of discounts is not required, however, many promoters choose to have special offers for specific groups. Some common discounts are student, child and senior. If discounts are to be offered, please specify the ages for “child” and “senior” discounts, and be specific about “students” as well. Does your discount include high school students, UNM students, etc.? What sort of identification will be required to obtain the discount? Most importantly, please indicate the ticket selling locations where the discounts will be available – UNM Ticket Offices, outlets, telephone sales. Any coupons or vouchers will only be accepted at UNM Ticket offices.

TICKET SALES REQUEST
UNM Ticketing Services
505-277-3123 or fax 277-6752

A fully executed contract must be received by the venue administrator prior to setting up an event for ticket sales. The on-sale date must be approved by the UNM Ticketing Services. The ticket request form must be received at least 10 days prior to the agreed on-sale date.

Today's Date: _____ **On-Sale Date:** _____

Contact Name: _____ **Phone Number:** _____

Account Number: _____ **Fax Number:** _____

Lap Passes: _____ **Running Time:** _____

VENUE: _____ **Intermission Length:** _____

NAME OF EVENT: _____

Date(s) of Events: _____ **Time:** _____

Seating: Reserved or General Admission _____ **Capacity:** _____
(will orchestra pit be sold as seating?)

Price Scales:

Event Description: