

Please return completed application to: Maria Sahakian, Marketing & Events Manager, Glendale Arts, 116 West California Avenue, Glendale, CA 91203; Tel: (818) 243-2611 ext. 16; Fax: (818) 241-2089.

If you have any questions regarding completing this form or preparing your event to be placed on sale, please contact

**Judith Baker, Box Office Manager at (818) 243-7700 extension 216**

**Event Information:**

Please print clearly and fill out all of the applicable information.

Event Name		
Performance Date(s)	Performance Time(s)	On Sale Date
Type of Event: <input type="checkbox"/> Concert <input type="checkbox"/> Musical <input type="checkbox"/> Drama <input type="checkbox"/> Comedy <input type="checkbox"/> Meeting <input type="checkbox"/> Dance <input type="checkbox"/> Other _____		
Approx. Length of Performance:    hr    min	Will there be an intermission? * <input type="checkbox"/> Yes <input type="checkbox"/> No    If yes, how many?	
Please indicate language of performance / event: <input type="checkbox"/> English <input type="checkbox"/> Armenian <input type="checkbox"/> Spanish <input type="checkbox"/> Other: _____		
Suitable Ages: <input type="checkbox"/> Any Age <input type="checkbox"/> 6 Yrs Old + <input type="checkbox"/> 18 Yrs Old + <input type="checkbox"/> Adults Only	Is photo/video recording by patrons allowed? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Will you be filming the performance? <input type="checkbox"/> Yes <input type="checkbox"/> No    If yes, do you anticipate killing seats for camera positions? <input type="checkbox"/> Yes <input type="checkbox"/> No		

\* The Licensing Agreement requires that performances will have an intermission of at least twenty (20) minutes in duration unless otherwise agreed to in writing by the Alex Theatre.

**Ticket Information:**

**TICKET AVAILABILITY** – Tickets will be placed on sale through the Alex Theatre box office window, the Alex Theatre phone room at 818-243-2539, and on the Alex Theatre Web site at [www.alextheatre.org](http://www.alextheatre.org). Patrons will be charged additional handling fees when purchasing tickets by phone or on the Alex Theatre Web site.

**SEAT NUMBERING** – Each level of the Alex Theatre is divided into a center section of seats and two side sections located on either side of the center section. The seats in the center section have three-digit, consecutive numbers (e.g., 101, 102, 103...). The seats on one side section are one- or two-digit odd numbers (e.g., 1, 3, 5...) and the seats on the other side section are one- or two-digit even numbers (e.g., 2, 4, 6...). Please make sure all persons/outlets selling consignment tickets for you are aware of how the seats are numbered.

**HOUSE SCALE** – On the attached seating chart please designate the scale of the house for your event. Please draw a square around each seat section and print the dollar amount of the tickets located in that section inside the square. **Attach the completed seating chart to this form.**

**FACILITY FEE** – Per your Licensing Agreement, each ticket consignment ticket is assessed a \$2.00 Facility Fee, the fee is used to underwrite restoration and capital projects at the theatre and will be deducted from the gross box office receipts on your settlement.

**TICKET PRICES** – Please list all of the ticket prices for this event:     General Admission     Reserved Seating

ORCHESTRA	ALEXANDER TERRACE	BALCONY
\$	\$	\$
\$	\$	\$
\$	\$	\$
\$	\$	\$
\$	\$	\$
\$	\$	\$

NOTE: The Alex Theatre recommends that you limit the number of ticket prices for your event to no more than five.



