



SUNY at Buffalo
 221 Student Union
 Amherst, NY 14260

ON-SITE TICKETING AGREEMENT

_____ of _____ for _____ on _____
 (Club representative) (Club name) (Event name) (Event date)

I, on behalf of the above named organization, agree to the following:

- 1) I will meet the ticket office sales clerk at the event site at the scheduled time, and will maintain contact with the ticket office employee throughout the sales period of the event.
- 2) The ticket office sales representative is not responsible for: maintaining control, ripping tickets, giving out/putting on wrist bands, stamping hands, monitoring the door or selling merchandise. I understand that this policy helps avoid a conflict of interest. Furthermore, a club representative will be present to collect tickets, maintain control, and monitor the admittance of patrons for the duration of the event/sale.
- 3) Our organization cannot change ticket prices or any other event information at the event. As per the Event Data Form, any changes must be submitted in writing prior to the date of the event.
- 4) If there is a Complimentary Ticket List for the event, it will be clearly written or typed and given to ticket office management prior to the event.
- 5) The ticket stock, as well as any cash collected is the property of the ticket office and will be held in trust for the organization. Any person from the organization or outside of the organization attempting to take money or tickets from the cashier will be prosecuted for theft.
- 6) If our event is cancelled, we will notify the SBI Ticket Office 2 days prior to the event or an administrative fee may be imposed.
- 7) The SBI Ticket Office will be in compliance with SBI, Student Government, University and SUNY Trustees policies; in addition to Federal, State, and Local Laws. Should a violation in any policy/law occur causing the closing/cancellation of an event/sale, the Ticket Office will hold all funds acquired until further notice.
- 8) At the completion of the event a club member will escort the ticket office representative to their vehicle/method of transportation.

_____ club officer name (print)

_____ club officer signature

_____ phone #

_____ email address

_____ ticket office signature

_____ date

On-Site Cashier Use Only: Please fill in the following information if it applies to your event.

- 1) Was there a member of the club/organization to meet you at the door of the event? Yes ____ No ____
- 2) Did the club provide someone to stay at the door with you and fulfill the agreement as stated above in number 2? Yes ____ No ____
- 3) Did the club ask to change any ticket price or to use any tickets with dollar amounts on them as complimentary tickets? Yes ____ No ____
 If yes, please explain: _____

Miscellaneous Info: _____