

25<sup>th</sup> Street  
Theatre Centre  
400 - 245 Third Avenue South  
Saskatoon, Saskatchewan  
S7K 1M4 - Canada  
ph. 306.664.2239  
fx. 306.653.7701  
www.25thstreettheatre.org

## 2007 Box Office & Front of House Information

### BOX OFFICE LOCATIONS – Phone 664-2239

Prior to July 31<sup>st</sup>

#### 25<sup>th</sup> Street Theatre Centre – Main Office

#400 – 245 Third Avenue South

Monday – Friday, 9 am – 4 pm

#### Fringe Box Office

Victoria School Portables, 639 Broadway Ave

11 am – 9 pm daily for ticket sales

9am – 11 pm for administrative inquires

July 31- Aug 12

### FRINGE PROGRAMS

2007 Fringe Programs are FREE and will be released in July. 65,000 copies will be distributed in the Star Phoenix. Copies will also be available through 25<sup>th</sup> Street Theatre Centre, our Fringe Box Office and all Fringe venues during the event.

### FRINGE BUTTONS

Fringe Buttons are a gate pass for all indoor theatre shows. The Button is a one time purchase, required by all patrons age 13 and over entering an indoor venue, in addition to a show ticket. Up to four children, age 12 and under, may accompany one adult with a button. Button revenues contribute to the production of the festival.

Please note that valid Festival ID can be used as a Fringe Button. Festival ID is provided to all indoor performers, media, staff, and volunteers.

### TICKET SALES

ALL TICKET SALES ARE FINAL. No returns, No exchanges, No Exceptions.

All tickets for Fringe shows are \$10 or less (including GST). All ticket revenues are returned to the performers.

**Rush ticket sales** begin at the venue one hour before the show. A minimum of 25% of tickets for each performance will be reserved for rush sales at the door. Payment at the venues is CASH ONLY.

Each production is allowed to designate up to three ticket price categories (i.e. General Admission, Students, Children). These categories do not include Comps of any kind.

Ticket Price **\$10** (includes \$0.57 GST)

Ticket Price **\$8** (includes \$0.45 GST)

Ticket Price **\$6** (includes \$0.34 GST)

**Advance ticket sales** are available through the Fringe Box Office **up to the day before** the performance. A surcharge of \$3 applies to each advance ticket sold. Payment must be received before tickets will be reserved. We accept cash, Debit, Visa, or MasterCard (no cheques). The surcharge will be in addition to (on top of) the rush prices set by each company and will not affect the companies' revenue.

**Buddy Cards** are available for purchase at the Fringe Box Office for \$33.00 and allow for the redemption of four Fringe show tickets. The Saskatoon Fringe offers all festival patrons the option of purchasing a Buddy Card. Please be aware that you will be compensated \$6.50 for each ticket redeemed through a Buddy Card regardless of rush ticket price.

**Access to Art tickets** are part of our community inclusion program which provides tickets to members of our community who would not otherwise be able to afford to attend a theatre performance. Companies will be compensated \$6.50 for each adult ticket and \$4.00 for each child's ticket provided through this program.



### **Complimentary tickets**

25th Street Theatre Centre reserves the right to comp all media and other designated parties (Board of Directors, sponsors, volunteers, etc).

### **GOODS AND SERVICE TAX (GST)**

In Canada, all goods and services sold are subject to the federal GST, currently calculated at 6.0%. We include GST in all ticket prices. GST charged on ticket sales is withheld from performer payouts and submitted to the Canada Revenue Agency by 25<sup>th</sup> Street Theatre Centre. This is our arrangement with the CRA and no exceptions can be made.

### **NON-RESIDENT TAX (NRT)**

Non-Resident Tax will be deducted from all non-resident (international) performers as set by the Canada Revenue Agency at 15% of net sales (after GST is deducted). For those with tax waiver letters, the deducted Non-Resident Tax will be refunded in the final festival payment.

### **PERFORMER PAYOUTS**

25th Street Theatre Centre will provide an advance of \$150.00 upon arrival at the Saskatoon Fringe if requested before June 30, 2007. This advance will be deducted from your first (and if necessary, second) payout. Advances will be available for pick-up on August 2, 2007. All payouts will be made by cheque.

All payout cheques will be picked up from our Performer Relations person in a designated and private meeting space, giving you the opportunity to voice any comments of the event:

**Payment One:** For all shows between August 2 and August 6 inclusive, will be after 2:00 pm on August 7, 2007

**Payment Two:** For all shows between August 7 and August 11 inclusive, will be after 2:00 pm on August 12, 2007.

### **Forwarding Address**

If your company will be leaving Saskatoon prior to the afternoon of Sunday, August 12, 2007 please indicate to us where your final payout should be mailed: (Please note, we can forward your final cheque to the Edmonton or Calgary Fringe if you are on tour)

### **FESTIVAL FRONT OF HOUSE POLICIES**

1. No refunds or exchanges on ticket and button sales. No exceptions.
2. Festival policy is that no latecomers are allowed into a venue. You may make other arrangements with your Front of House Manager on an individual basis.
3. All persons entering a venue must have a Fringe Button or a valid festival ID (excluding children age 12 and under who are accompanied by an adult).
4. All persons in general seating must have a ticket, no exceptions, including festival staff.

### **PERFORMER FRONT OF HOUSE POLICIES**

Each performance company may further specify the following with their Front of House Manager:

- Admittance of latecomers
- Admittance of infants
- Admittance of additional volunteers if there are unsold tickets available
- Admittance of persons as Company comps

We encourage performers to establish good working relationships with our Front of House managers during the festival. Front of House managers are there to help you manage your ticket revenue opportunities, and many have a decade or more of Fringe experience. Please discuss the following additional items with your Front of House manager(s):

- program errors regarding language, nudity, or suitability for designated ages so the audience can be informed before purchasing a ticket.
- Distribute your self-produced programs / handbills by our ushers prior to the show.
- Display of your venue sandwich board.

### **New monitoring and reporting processes for the performance venues:**

We are invested in your success at our event. To this end we will be asking for reports from monitoring staff on how the front of house staff handled our process and how the technical support from our crews performed during your shows. This process will help us be responsive and supportive in our cooperative delivery of art to this community.