



**VILLAGE BOOKS**  
**AND**  
**PAPER DREAMS**  
BUILDING COMMUNITY SINCE 1980

To: Event Promoters and Organizations Selling Tickets at Village Books & Paper Dreams

From: Dorie Klassen, Ticket Coordinator, Village Books & Paper Dreams in Lynden

Re: Village Books Ticket Policy/Agreement

1. Organizations, businesses and promoters wishing to sell tickets at Village Books must complete a ticket agreement form for each event for which tickets will be sold. If there are multiple dates, times, or prices Village Books requires that tickets be clearly counted, marked and separated.
2. Organizations and promoters selling tickets at Village Books must list the bookstore as a ticket outlet on all printed material (posters, press releases, advertisements, etc). We also expect to be listed as a supporter on your event program. Use of our logo is encouraged; camera-ready or electronic copies of our logo are available upon request.
3. Tickets with a completed ticket agreement may be delivered during store hours for processing by Dorie Klassen during her regular working hours. Please deliver all tickets in time to allow us to process and have the tickets available when promotion of the event begins.
4. Village Books encourages and greatly appreciates any complimentary tickets that may be provided for the event(s) for our staff.
5. Village Books requires that if the event date is changed or canceled, refunds will be made available to those not able to attend as a result of the change.
6. Because of the costs involved in taking charge cards and labor costs for tracking and selling tickets, a fee of 5% per ticket will be charged for each ticket sold through Village Books. For-profit businesses, organizations and promoters will receive payment of 95% of the total retail price of the tickets sold.
  - 6.a. Village Books will donate the 5% processing fee *back* to 501-C3 Nonprofit Organizations or State Permitted and Funded Educational Institutions, so will make a payment for the *full* retail price of the tickets. Written acknowledgment of the 5% fee donation should be sent to Village Books in Bellingham.
7. Payment for tickets will be made to the proper party by check, which will be available for pick-up at our Fairhaven location after 4pm on the Wednesday following the last performance of each event for which tickets are sold. If you would like the check mailed, please provide a self-addressed stamped envelope.

Any questions regarding ticket sales at our Lynden location should be directed to Dorie Klassen at Village Books & Paper Dreams, Mondays, Tuesdays, and Thursdays, between 12:00 PM and 5:00 PM.

Village Books and Paper Dreams  
430 Front St. in the Waples Mercantile Building, Lynden, WA 98264  
1200 11th St. in Historic Fairhaven, Bellingham, WA 98225

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Lynden: 360.526.2133 • Fairhaven: 360.671.2626  
[www.villagebooks.com](http://www.villagebooks.com)

ISBN: \_\_\_\_\_ EVENT NAME: \_\_\_\_\_

ISBN and EVENT NAME to be completed by Village Books

### VILLAGE BOOKS & PAPER DREAMS TICKET SALES AGREEMENT - LYNDEN

EVENT ORGANIZERS: **Please complete this form and return with the tickets we will be selling.**

Preparation of tickets for sale in Lynden will occur Mondays, Tuesdays, and Thursdays.

Please contact Dorie Klassen at 360-526-2133 or tickets@villagebooks.com with any questions.

Name of event: \_\_\_\_\_

Where held: \_\_\_\_\_

Date(s) of event: \_\_\_\_\_

Time(s) of event: \_\_\_\_\_

Price(s):	Ticket type	Price	Ages/Restrictions
	General	_____	_____
	Student	_____	_____
	SenioR	_____	_____
	Adult	_____	_____
	Child	_____	_____
	CouPle	_____	_____
	<i>(if couple prices are available, please specify whether customers should receive one or two tickets)</i>		
	Other	_____	_____

Seating type (please circle): festival? reserved? (layout required) \_\_\_\_\_

Other Requirements/Information: \_\_\_\_\_

Tickets also available at these locations: \_\_\_\_\_

Will tickets will be picked up before the event to sell at the door? (please circle) YES NO

If so, please indicate day & time tickets will be picked up: \_\_\_\_\_

Organization Name: \_\_\_\_\_

Address: \_\_\_\_\_

Contact Name: \_\_\_\_\_ Phone: \_\_\_\_\_

• Payment for ticket sales will be made the afternoon of the first Wednesday following the last performance of this event. Checks can be picked up after 4pm at the Fairhaven main counter. Please contact us if you need the check mailed.

Checks to be made to: \_\_\_\_\_

TOTAL # of Tickets dropped off: \_\_\_\_\_ Tickets Numb'rd \_\_\_\_\_ thru \_\_\_\_\_ VB Initials: \_\_\_\_\_  
# of Tickets picked up\* after event: \_\_\_\_\_ VB Initials: \_\_\_\_\_

\*We will hold unsold tickets for your pick-up for one week after the completion of the event and then, unless otherwise notified, we will gladly recycle them for you at that time.

YES, we are a 501-C3 NONPROFIT ORGANIZATION or a STATE PERMITTED & FUNDED EDUCATIONAL INSTITUTION.

ORGANIZER'S SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

By signing this Agreement, Organizer agrees to all terms and conditions laid out on both sides of this TICKET SALES AGREEMENT.