

CODE: \_\_\_\_\_

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

CODE: \_\_\_\_\_

ORGANIZATION: \_\_\_\_\_

Completed by Village Books

\_\_\_\_ FH \_\_\_\_ LYN

Completed by Organization

### Village Books Ticket Sales Agreement

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

Location of event: \_\_\_\_\_

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

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

Ticket Type	Price	Age/Restriction
(G) General	_____	_____
(S) Senior	_____	_____
(C) Child/Student	_____	_____
(P) Couple/Family	_____	_____

Are other tickets available at (please check):

\_\_\_\_ Brown Paper Tickets

\_\_\_\_ Community Food Co-Op

\_\_\_\_ Box Office of Venue

\_\_\_\_ Other? \_\_\_\_\_

Seating type: \_\_\_\_ festival \_\_\_\_ reserved (if reserved, please include map)

Will tickets be picked up before the event? \_\_\_\_\_ If tickets are left after one week, we will gladly recycle them for you

Organization Name: \_\_\_\_\_ 501c3? \_\_\_\_\_

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

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

Payee for check: \_\_\_\_\_ Payment for sales will be available after 4pm the first Wednesday after the last performance. Checks can be picked up at our Fairhaven main counter or please provide a self-addressed stamped envelope if you would like the check mailed to your organization.

By signing this agreement, the organizer agrees to all terms and conditions laid out on both sides of this Ticket Sales Agreement.

Organizer's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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Tickets dropped off:

Date: \_\_\_\_\_ Number of tickets: \_\_\_\_\_ Ticket numbers(if applicable): \_\_\_\_\_ Initials: \_\_\_\_\_

Tickets picked up:

Date: \_\_\_\_\_ Number of tickets: \_\_\_\_\_ Ticket numbers(if applicable): \_\_\_\_\_ Initials: \_\_\_\_\_

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

From: Ticket Coordinator, Village Books & Paper Dreams

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 on our website.
3. Tickets with a completed ticket agreement may be delivered during store 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 should be directed to the ticket coordinator at Village Books & Paper Dreams via email at [tickets@villagebooks.com](mailto:tickets@villagebooks.com).

**Village Books and Paper Dreams**  
**1200 11th St. in Historic Fairhaven, Bellingham, WA 98225**  
**430 Front St. in the Waples Mercantile Building, Lynden, WA 98264**  
**Fairhaven: 360.671.2626 Lynden: 360.526.2133**  
[villagebooks.com](http://villagebooks.com)