



VILLAGE BOOKS
AND
PAPER DREAMS
BUILDING COMMUNITY SINCE 1980

To: Event Promoters and Organizations Selling Tickets at Village Books in Fairhaven

From: Brenda Druhall, Ticket Coordinator — Village Books Fairhaven

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 regular store hours. Please deliver all tickets in time to allow us to process and have the tickets available when promotion of the event begins—preferably a minimum of one business week.
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.
7. Payment for tickets will be made to the proper party by check, which will be available for pick up at the bookstore after 4pm on the Wednesday following the last performance of each event for which tickets are sold. If you would like the check mailed, you must provide a self-addressed stamped envelope.

Any questions regarding ticket sales at our Fairhaven location should be directed to Brenda Druhall at Village Books (tickets@villagebooks.com or 360-671-2626).

Village Books & Paper Dreams in Historic Fairhaven
1200 11th Street • Bellingham, WA 98225

FH: 360-671-2626 • LY 360-526-2133 • fax 360-734-2573

www.villagebooks.com

ISBN: _____ **EVENT NAME:** _____
ISBN and EVENT NAME to be completed by Village Books

VILLAGE BOOKS TICKET SALES AGREEMENT - FAIRHAVEN

EVENT ORGANIZERS: Please **complete this form and return to it the address below with the tickets we will be selling.** Allow one business week for preparation of tickets. Please contact Brenda at 360-671-2626 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 VB main counter or provide a self-addressed stamped envelope if you would like the check to be 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