



Terms and Conditions of using The Corn Exchange's Box Office Facility

1. Corn Exchange's Authorised Officer

The Director of Corn Exchange, Newbury shall be authorised to take all actions necessary under these terms and conditions on behalf of Corn Exchange (Newbury) Trust and has the absolute right to decline using the Corn Exchange's box office facilities to any person without specifying a reason.

2. Ticket Sales

The Corn Exchange agrees to actively sell tickets on behalf of the Client via the Box Office. Tickets can be purchased in person or by telephone on 08455 218 218. The Corn Exchange will charge 12% for use of the Box Office facility. The Client will provide The Corn Exchange with all necessary information, to include number of tickets, ticket prices and event information. Credit card commission at the current rate will be re-charged to the Client (2.5%). Postage of £1.20 per transaction will be charged to the customer on telephone bookings. A booking fee of £1 per ticket, a maximum of £6 per transaction, will be charged to customers booking by telephone, no booking fee applies to transactions completed in person at The Corn Exchange Box Office.

3. On-line Ticket Sales

Corn Exchange will place the event on sale on its website www.cornexchangenew.com as agreed with the Client.

Tickets sold on-line can be posted out at a charge of £1.20 or collected by the customer as they choose. A booking fee of £1 per ticket, a maximum of £6 per transaction, will be charged to customers booking online.

Credit card commission for on-line ticket sales will be re-charged to the Client (2.5%).

4. Additional Charges

The Corn Exchange will charge a set-up fee to the Client of £40+VAT. The Corn Exchange will charge a guaranteed commission fee of £30+VAT where the value of commission earned on ticket sales (excluding credit card commission and bank charges) is lower than the guaranteed commission fee.

Tickets can be provided for other sellers at a cost of 5p per ticket.

All charges including commission are subject to VAT at 20%.

5. Event Promotion

The Client may provide a poster and small quantity of flyers for the event to be displayed on the community events notice board and leaflet rack in the Corn Exchange foyer subject to available space. Where the Client is using the online ticket facility, the Client will provide Corn Exchange with listing information and images as required.

6. Cancellation of the event(s) by the Client

In the event of a cancellation by the Client, Corn Exchange shall refund to the public monies for all tickets paid for using The Corn Exchange's Box Office. Postage and booking fees are non-refundable in all cases.

7. Payment of box office returns

Corn Exchange will provide the Client with true records of all box office receipts on demand hereof. Corn Exchange will provide the Client with a settlement of the account, with respect to commission and other charges, within one month after the event.

CORN EXCHANGE

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