



## **Ticketing Services**

The Burnie Arts & Function Centre uses the ProVenue Max ticketing system and we can manage bookings and ticket sales for just about any event in any location. If you would like to discuss our providing ticketing services for your event please call our Box Office (03) 6430 5850, during business hours (9am - 5pm Monday - Friday).

**Here are some of the features we offer:**

### **The system**

- We use the ProVenue Max Ticketing System with 4 selling terminals plus Internet ticketing
- Sophisticated and extremely efficient system
- System allows for very quick processing of sales – especially for general admission events
- Ability to manage as many performances as you want and as many different seating categories that you want for each performance
- Ability to manage multiple venues
- Multiple events can be sold as part of a package e.g. subscription
- Sales can be processed over-the-counter, by telephone, Internet and mail
- Seating management to hold out your complimentary/sponsors seats and print them on request

### **Our Staff**

- Professional staff who are experienced in 'selling' tickets for an extensive range of events, and festivals over a wide selection of venues in Tasmania

### **Payments and Charges**

- Purchases can be processed: on Visa, Mastercard, Eftpos or Cash
- A per ticket booking fee applies to all performances
- A low postage and handling fee of \$3.50 is charged for all tickets purchased over the phone and posted to customer if time allows
- We do not charge you a fee to set up your event on our system
- Credit Card Fee: Professional Performances - 3%, Community Performance Rate - 1.7%

### **Tickets**

- Very flexible ticket design – you choose what information is to be printed on your tickets
- Tickets can carry logos and/or other artwork

### **Reports**

- Reports can be tailored to your needs and can be faxed or emailed each day if requested