



Date _____ Staff _____

Form updated 5/19/12

TICKET INTAKE FORM

Tickets will be sold at both Hearthside stores

Event _____ profit / non-profit

Organization _____ (circle one)

Contact Name _____

Home Ph# _____ Work Ph# _____

Who is authorized to pick up unsold tickets? _____

Make Check Payable to _____

Mailing Address _____

(for payment) _____

Event Details

Event Type _____	Dates _____	Times _____
Recommended Ages _____	_____	_____
Length of Event _____	_____	_____
Location _____	_____	_____

Other Information _____

Ticket Information

General \$ _____	Lap children free? Y N
Senior \$ _____	
Child \$ _____ Ages _____	Allow Exchanges? Y N
Student \$ _____ Include UAS? Y N	
Family \$ _____ Member Limit? _____	Allow Refunds? Y N

Total # of tickets left with Hearthside today: _____

of comp tickets for Hearthside staff (6 minimum): _____

(Note: comp tickets are negotiable for very expensive events, and those with limited seating)

Notes / Instructions from the Organization

Please note that Hearthside charges a 4% fee for general seating, 5% for assigned seating events, and 6% for all for profit events. Additionally, we charge a \$10 set up fee for events involving paper (non-Vendini) tickets. These fees cover only a portion of our credit card, NSF check, and labor costs.

Vendor Signature _____

Date _____