

TRIM Reference: \_\_\_\_\_



## BOX OFFICE INFORMATION

### PART 1: ORGANISATION AND CONTACT DETAILS

Organisation and Contact Details: same as QPT03 – Application of Hire

Contact Person: \_\_\_\_\_

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

Phone Number: \_\_\_\_\_ Mobile Number: \_\_\_\_\_

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

### PART 2: PERFORMANCE DETAILS

Name of Show/Performance: \_\_\_\_\_

Billing to appear on Ticket: \_\_\_\_\_

### PART 3: FRONT OF HOUSE/BOOKING DETAILS

Day of the Week	Date	Start Time	Interval	Finish Time

**VIDEO RECORDERS, CAMERA AND SOUND RECORDING EQUIPMENT IS NOT PERMITTED IN THE AUDITORIUM DURING PERFORMANCES WITHOUT PRIOR APPROVAL OF MANAGEMENT. MOBILE PHONES AND ALL DIGITAL AND ELECTRONIC EQUIPMENT SHOULD BE SWITCHED OFF PRIOR TO THE PERFORMANCE.**

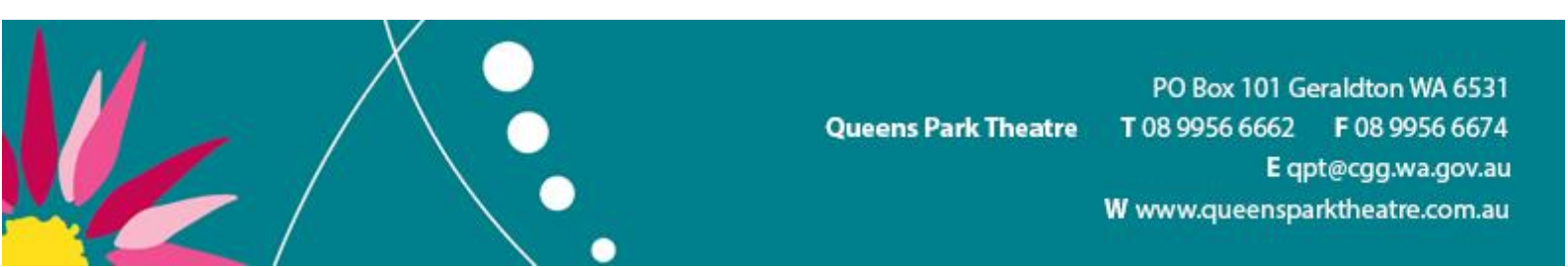
### PART 4: TICKETING DETAILS

The following prices should include all booking fees and GST.

Opening Date for Counter/Online Bookings: \_\_\_\_\_

#### **PLEASE NOTE**

The Council has become affiliated to the [WA Companion Card Program](#) and hence requires that a ticket shall be issued at no charge to the holder of a “Companion Card” for his/her carer attendant.



<b>TICKET SELLING PRICE TO PATRONS</b>	
<b>1. COMPANION CARD</b> <input type="checkbox"/> Please tick here that you have read this condition in QPT02 – Conditions of Hire	<i>You may limit the no. of Companion tickets issued.</i> Indicate Limit: _____
<b>2. ADULT/FULL PRICE</b>	\$
<b>3. EARLY BIRD</b> Specify Cut-off Date:: _____	\$
<b>4. CONCESSIONS</b> Please tick Concessions available: <input type="checkbox"/> Pensioner <input type="checkbox"/> Seniors Card <input type="checkbox"/> Health Care Card <input type="checkbox"/> Full Time Student (over 18 years) <input type="checkbox"/> Other, specify: _____	\$
<b>5. FRIENDS OF THE QPT</b>	\$
<b>6. GROUP CONCESSION</b> Specify Group Size: _____	\$
<b>7. FAMILY</b> 2 Adults and 2 Children	\$
<b>8. CHILDREN/STUDENTS</b> Under 18 years Please Specify: _____	\$
<b>9. OTHER</b> Please Specify: _____	\$

## PART 5: MEDIA AND COMPLIMENTARY TICKETS

Please specify the number of seats you require for media and guests:

<b>PRINT</b>	
Gton Guardian	
Midwest Times	
<b>TELEVISION</b>	
GWN	
WIN	

<b>RADIO</b>	
ABC	
96.5 FM	
98.1 FM	
<b>OTHER</b>	
Please Specify:	

Please specify the number of seats you require for media and guests:

\_\_\_\_\_

## PART 6: MERCHANDISE

Is a Merchandise Seller required:

Yes  No

Is a Float required:  Yes  No

If YES, how much: \$ \_\_\_\_\_

Programs: \$ \_\_\_\_\_

Arrival Date: \_\_\_\_\_

CD/DVD's: \$ \_\_\_\_\_

Arrival Date: \_\_\_\_\_

Other, specify:

\_\_\_\_\_ \$ \_\_\_\_\_

Arrival Date: \_\_\_\_\_

\_\_\_\_\_ \$ \_\_\_\_\_

Arrival Date: \_\_\_\_\_

\_\_\_\_\_ \$ \_\_\_\_\_

Arrival Date: \_\_\_\_\_

\_\_\_\_\_ \$ \_\_\_\_\_

Arrival Date: \_\_\_\_\_

\_\_\_\_\_ \$ \_\_\_\_\_

Arrival Date: \_\_\_\_\_

## PART 7: QPT BOX OFFICE DETAILS

Street Address

QPT Box Office  
75 Cathedral Avenue  
GERALDTON WA 6530

Postal Address

QPT Box Office  
PO Box 101  
GERALDTON WA 6531

Telephone Number

(08) 9956 662

Facsimile Number

(08) 9956 6674

Email Address

[gpt@cgg.wa.gov.au](mailto:gpt@cgg.wa.gov.au)

Tickets Available

- Civic Centre – Monday to Friday between 8:30am and 5:00pm
- Geraldton Regional Library – Monday to Sunday
- Geraldton Visitor Centre – Monday to Sunday
- QPT Box Office – opens two (2) hours before any performance

Online Sales

- Website: [www.queensparktheatre.com.au](http://www.queensparktheatre.com.au)  
***Web-tickets may be collected at the Civic Centre – 63 Cathedral Avenue, Geraldton (during normal business hours) or at the QPT Box Office, two (2) hours prior to the performance.***
- Tickets may be paid for by Cash, Cheque, Bankcard, MasterCard, Visa or EFTPOS.
- **A 0.5% fee is charged to the Hirer on all credit card payments.**

## **PART 8: GENERAL INFORMATION**

The Queens Park Theatre holds a total of 656 seats configured as:

- **MAIN AUDITORIUM** (Downstairs)                   **505**
- **CIRCLE** (Upstairs)                                   **151**

Please indicate your preference for the **THRUST STAGE EXTENSION**: *Please select one option*

- To be at Stage Level                                   *Reduces seating capacity by 48 seats*
- To be used as an Orchestra Pit                   *Reduces seating capacity by 48 seats*
- To be used as Seating                               *Full 505 seat capacity in the Auditorium*

### **PLEASE NOTE**

Stage Extension is 3.5 metre past the Proscenium Arch.