

CIVIC CENTER TICKETING FEE SCHEDULE

HELENA CIVIC CENTER, 340 NEILL AVENUE, HELENA, MT (406) 447-8481

CHARGES TO PROMOTER:

- Ticket charge = \$.50/ticket
- Box Office Service Fee = 5% of gross sale; Box Office Service fee + Ticket charge = \$300 minimum and \$3,500 maximum
- Comp/consigned tickets will be charged at \$1.00/ticket
- 4% charge for all credit card sales
- Extra Fee of \$25/hour per person with a minimum of 2 hours each person charged for box office hours requested outside the normal operating hours of 10:00 AM – 4:00 PM Monday-Friday and 1.5 hours before the start of an event.

CHARGES TO PATRON

- Mailing fee \$2.00 per order, charged to patron
- Patrons who choose to purchase by mail, phone or Internet are charged a non-refundable \$3 per ticket convenience fee, 100% of which is retained by the Helena Civic Center
- Exchange fee \$2.00 per ticket, charged to patron. No refunds.

RETURNS FOR CANCELLED SHOWS: Charged at \$.50/ticket + 5% gross sale amount