



Ticketing Services **Rental Info & Policies**

Contact Info

Ticketing Services (212) 220-1460 ext.3

Administrative Office (212) 220-1459

ticketingmanager@tribecapac.org

Please leave a message and someone will contact you

Mailing Address

199 Chambers Street, Rm S115K

New York, NY 10007

Between Greenwich St & West St

Inside the lobby of the BMCC building

Until further notice, all visits by appointment.

Email ticketingmanager@tribecapac.org

Regular Hours

Tuesday-Friday 12pm-5pm

Summer Hours Starting July

Monday-Thursday 12pm-5pm

Event Hours

Ticketing Services will be open one (1) hour prior to all ticketed curtain times; and will remain open a half hour (30 minutes) into the start of a performance. During this time, Ticketing Services will only sell tickets for your event. There will be no advance sales for other events.

For Sunday & Monday events, please see the Ticketing Services Manager for hours.

Ticketing Services will be closed on these days:

Labor Day

Columbus Day

Thanksgiving (Thurs & Fri)

Christmas Eve

Christmas Day

New Year's Eve

New Year's Day

MLK Jr. Day

Lincoln's Birthday

President's Day

Memorial Day

Independence Day

Sales Policies

-We accept all major credit cards and cash

-Personal checks are not accepted by Ticketing Services

-All sales are final. There are no refunds or exchanges.



Ticket Printing

In House Printing

Currently there is no in house printing. E-tickets are the only available form of tickets available to the patron.

Will Call

There is no will call E-tickets only.

Ticket Sign Out

Consignment of tickets is not permitted without specific pre-approval of Tribeca Performing Arts Center's Ticketing Services Manager and Operations Director. Full ticket pricing information must be submitted by licensee prior to approval. There is a 20% charge on the value of the tickets consigned which will be reflected in the contract for pre-payment. Licensee must provide access to ticket sales or weekly ticket sales reports sent via email to the Ticketing Services Manager. Licensee may not conduct onsite ticket sales or the onsite collection of money for any purpose. Returned tickets for day-of event sales require notice of 48 business hours in the event additional staffing is required. Any tickets sold on the day of the event will be subject to the Settlement Policy and can take up to 30 days after your event to process.

Payments for Consignment

Consigned tickets will only be released after full payment of the consignment fee has been made. Payments may be in the form of an electronic fund transfer (EFT).

TICKETS MAY NOT BE SOLD ON THE BMCC CAMPUS OUTSIDE TICKETING SERVICES. THERE WILL BE NO EXCEPTIONS.



Selecting a Pricing Map

We have created a set of Standard Pricing Maps for each theatre. Please visit our website www.tribecapac.org to see them online, or you can request a PDF version via email.

Theatre 1 (913 seats)

There are five (5) Standard Pricing Maps. They range from one (1) price, General Admission, to five (5) price zones, Reserved Seating.

If none of these Standard Pricing Maps is appropriate for your event, we can create a custom map for no additional charge. If you are creating a custom map, please attach a PDF version of the map you are requesting to use for your event.

Discounts/Promotions

BMCC Students/Staff

A discount is available to BMCC Staff and Students for all events at our venue. You have the choice to either offer 20% off or \$10 off the face value of the ticket. This discount will require the patron to show their BMCC ID card to the Ticketing Services staff before the sale is made. This discount is not available by phone or internet sales. The requirement for these tickets is no less than 20, but can be at the max amount and location of your choosing.

Additional Discounts

Please discuss any discounts with the Ticketing Services Manager **before** you advertise them. We want to be prepared to serve your customers the best we can.

Promotional Information such as fliers or posters must go through the Marketing Director.

Special Considerations

Complimentary/Press Tickets

Please reserve complimentary tickets as you become aware of them. This will allow us to provide you with the best selection of seats. Please provide Ticketing Services with a preliminary list with patron names and number (#) of seats, no less than two (2 business days) prior to your event.

Website Listing

We are happy to add your event to our website www.tribecapac.org. You will need to provide a description about your event and event photo that is a 400 x 400 jpeg image when you submit your Ticket Form.

Wheelchair Seats

All Wheelchair seats are held by the Center's Ticketing Services. Patrons in need of a wheelchair seat can contact us directly during regular Ticketing Services hours.



Show Code: _____

TICKETING INFORMATION FORM

This form should be completed by the producer or other authorized personnel and returned to BMCC Tribeca PAC as soon as possible (at least 4 weeks prior to the event). Please feel free to call or meet with the Ticketing Manager for assistance or clarification in completing this form.

● You must sign this form before submitting it to Tribeca PAC. ●

Producer Name:

(One Line, Forty Characters. This will print on the ticket. PRINT NEATLY)

Title of Show:

(One Line, Sixty Characters. This will print on the ticket. PRINT NEATLY)

Type of Seating:

Reserved Admission

General Admission

(Check only one)

Please request Price Zone Maps from Ticketing Manager. Custom Price Zone Maps can be discussed with Ticketing Manager (ticketingmanager@tribecapac.org)

Pricing Zone Maps (RESERVED SHOWS ONLY)

Zone Prices Per Show

Theatre One (913 Seats)

— 1 Price Zone

— 2 Price Zones

— 3 Price Zones

— 4 Price Zones

— 5 Price Zones

Theatre Two (262 Seats)

— 1 Price Zone

— 2 Price Zones

— 3 Price Zones

Event Date					7/4/08
Event Time					7:00 pm
1 - Yellow					\$55
2 - Green					\$40
3- Orange					\$25
4 - Blue					\$10
5 - Pink					\$5

Requirements you may create a custom map at no cost must be submitted and approved by the

*Example Only

-If none of the standard pricing zone maps provided meet your requirements you may create a custom map at no additional cost. If you would like a custom Pricing Zone Map it must be submitted and approved by the Ticketing Manager. Email all requests to ticketingmanager@tribecapac.org

-Any Discounts or Promotions must be approved by the Ticketing Manager before being advertised.

Description of Show: _____

Proposed

On Sale Date: _____
(Must be approved by Ticketing Manager)

Performance Length (mins): _____

Intermission Length (mins): _____

Producer Signature: _____

Date: _____

Website: _____