



## Borough of Manhattan Community College

199 Chambers Street, #S115K, New York, NY 10007 • 212.220.1459 • TribecaPac.org

ELI ABDALLAH, Executive Director • ROKIA SHEARIN, Operations Director

*DOWNTOWN PERFORMING ARTS FOR ALL NEW YORK*

## TICKETING SERVICES:

### Rental Info & Policies

In Person Hours: Friday 12P-5P

#### Contact Info

Email: [Ticketingmanager@tribecapac.org](mailto:Ticketingmanager@tribecapac.org)

Ticketing Services (212) 220-1460 ext.3

Please leave a message and someone will respond accordingly

Available Hours (except Federal Holidays)

Tuesday-Friday 12pm-5pm

Summer Hours Starting July

Monday-Thursday 12pm-5pm

#### EVENT HOURS

If assigned, 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.

#### SALES POLICIES

A Tribeca PAC ticket is required for entry

We accept cash and major credit cards only

Checks are not accepted by Ticketing Services

All sales are final. There are no refunds or exchanges

#### TICKET PRINTING

##### In House Printing

In an effort to be more environmentally conscious, Tribeca PAC suggests the use of e-tickets.

E-tickets are the fastest and most convenient way for patrons to receive tickets and the most common source of delivery. We do also offer WILL CALL as an option to ticket pickup.

#### SEATING CAPACITY:

Though the initial seating capacity is 913/260 respectively, the final capacity will be confirmed upon receiving your estimate, as this is a crucial aspect of successful event planning. It is essential to communicate with the Ticketing Department promptly upon making your reservation. The Ticketing team will evaluate factors such as the number of attendees, staff, activities, and equipment in the venue to implement an effective capacity protocol that ensures a safe experience. This approach not only complies with safety regulations but also optimizes the use of venue space, enhancing the overall guest experience. By carefully assessing on-site attendance, we can accurately determine the number of seats available for sale, thereby managing capacity effectively while ensuring a comfortable environment for all attendees.



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### TICKET SIGN OUT

#### (Consignment)

Consignment of tickets is not permitted without written approval by Tribeca Performing Arts Center. Consignment is **NON-REFUNDABLE**. Selling tickets prior to the full authorization and confirmation from our department is in violation of your contractual agreement. 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 provide weekly ticket sales reports, via email to the Ticketing Services Manager. Licensee may not conduct onsite ticket sales or collect money for any purpose while on the premises. Please note that returned tickets for day-of event sales must be submitted with a minimum notice of 48 business hours to accommodate any necessary staffing arrangements. Any tickets sold on the day of the event will be accounted for in Settlement and may take up to 30 days post-event, to process. Any tickets that require a re-print may incur additional fees. Additional consignment guidelines stipulate that ticket sales must not exceed the authorized amount, and General Admission tickets cannot be reprinted without the accompanying barcode information.

### PAYMENT FOR CONSIGNMENT

Consigned tickets will only be released after full payment of the consignment fee has been made.

**\*\*TICKETS MAY NOT BE SOLD AND  
CASH MAY NOT BE EXCHANGED BY THE PRODUCER  
OR PRODUCTION AFFILIATES ON THE BMCC CAMPUS.  
THERE ARE 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](http://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, ranging from one (1) price, General Admission, to five (5) price zones as Reserved Seating.

#### THEATRE 2 (260 seats):

There are three (3) Standard Pricing Maps, ranging from one (1) price, General Admission, to three (3) price zones as Reserved Seating.

*Custom maps may also be created for an additional \$25 fee.*



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### 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 for approval prior to distribution.\*\***

### 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](http://www.tribecapac.org). You will need to provide a description about your event and event photo 420 x 420 jpeg image when you submit your Ticket Form.

### WHEELCHAIR SEATS

All Wheelchair seats are available via 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.

**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
					*Example Only

- If you would like a custom Pricing Zone Map (\$25), Email all requests to [ticketingmanager@tribecapac.org](mailto:ticketingmanager@tribecapac.org)
- Any Discounts or Promotions must be approved by the Ticketing Manager before being advertised.

EVENT DESCRIPTION: \_\_\_\_\_

Proposed On-Sale Date: \_\_\_\_\_  
 Performance Length: \_\_\_\_\_  
 Intermission Length: \_\_\_\_\_  
 Website: \_\_\_\_\_

Producer Signature: \_\_\_\_\_  
 Date: \_\_\_\_\_