

Please fill out this form and send back to the box office.
This form is designed to allow you to fill it out when using a PDF reader

LESSEE INFORMATION

Contact: _____

Organization: _____

Address: _____

_____ Postal Code: _____

Home Phone: _____

Fax Number: _____

Email Address: _____

Web Address: _____

SHOW INFORMATION

Name of Show: _____

Running Time: _____

Length of Intermission: _____

Is Intermission included in the running time Yes No

Date of Show (including day of week): _____

Time of Show: _____

Venue: _____

Age Suitability: _____

TICKET INFORMATION

Is your Show?

Assigned Seating
(Patrons pick seats when buying)

General Admission
(patrons sits wherever seats are available when they arrive)

Number of Lessee Holds: _____

Seat Location for Lessee Holds:

Number of Technical Holds: _____

Seat Location for Technical Holds:

Preferred On Sale Date: _____

TICKET PRICES

Ticket Prices with Location :

Would you like an Early Bird Rate?

 Yes No

Discounts Offered :

HST Number: _____

(N.B. 13% HST must be be charged to each ticket; if lessee does not collect HST, we need a letter claiming exemption)

SLC CAPITAL IMPROVEMENT FUND of \$2.50 and \$3.50 handling plus HST will be added on top of all ticket prices.

SHOW DESCRIPTIONS

Please include a short, one or two sentence description of your show to be used as a teaser for the main online event listings.

Also, please include a longer description (a short paragraph) describing the show in more detail for the online event page for this show and to help our customer service representatives if anyone asks about the show.

IMAGES REQUIRED

Website Listing

This photo will appear with your event listing on stlc.com

Size must be 700px by 353 px and no more than 180 dpi



Box Office Listing

These photos will appear with your box office listing on stlc.com

Sizes must be 120px by 60 px and 240px by 120 px and no more than 180 dpi

These two photos are to be the same.



e-blast

This photo/artwork will appear as your e-blast

Size must be 600px by 780 px and no more than 180 dpi

The e-blast must be booked with the Communications Department please contact them at 416.366.1656 x225

