

NYU Ticket Services
60 Washington Square South, Room 206
(212) 998-4941
(212) 995-4961 (fax)



NYU
ticket central
box office
a division of campus services

THEATRE/DANCE/MUSIC/SPORTING EVENT ORDER FORM

DATE OF REQUEST: _____

DEPARTMENT: _____

CONTACT NAME: _____ PHONE: _____

FAX: _____ EMAIL: _____

List event information here:

EVENT NAME	VENUE	DATE (Include alt. date)	# TICKETS (minimum 20)	PRICE RANGE PER TICKET	NOTES

Please see reverse side for payment information.

There is a 5% service charge (minimum \$25 per order, \$50 for rush orders, \$40 for MSG/RCMH events) added for every event ordered through NYU Ticket Central.

For best ticket availability, this request form should be submitted at least 3 weeks prior to the date of the show you want to see. Any request made within 2 weeks of the performance date will be considered a *rush order* and the service charge will be adjusted accordingly.

A group sales representative will contact you within 2-3 business days to verify prices, performance dates and times, and seating for the event you have requested. Once this information is verified, the order will be placed on your behalf. **Once orders are placed, they cannot be cancelled.** Payment is due according to the information listed on the back of this form. **No exchanges or refunds.** Ticket Central is not responsible for lost or unused tickets. **All sales are final.**

Please note that not all tickets will be available at all times. Ticket Central will try its best to find the best ticket prices for the event your group wishes to attend. Please include an alternate date to maximize your chances of securing tickets. If the tickets you request are not available, the manager will contact you immediately to discuss alternatives.

I have read the information on the front and back of this form carefully and agree to its terms.

Signature: _____

Payment Information

Method of Payment: (circle one)

CASH DEPT CHECK DEPT TRANS CREDIT CARD CAMPUS CASH

If paying by department transfer, please complete the following:

ACCOUNT #: _ _ _ _ - _ _ - _ _ _ _ - _ _ _ _

Name of person authorized to transfer funds: _____

Signature: _____

Your department's account will not be charged until we finalize your order details with you. Please note that the group order service charge may appear as a separate charge on your budget reports.

If paying by credit card, please complete the following:

ACCOUNT #: _____

EXPIRATION DATE: ____ / ____

Name on credit card: _____

Signature: _____

Your credit card will not be charged until we finalize your order details with you.

If paying by cash, campus cash, or department check, please read the following:

Payment for event tickets and the Ticket Central service fee must be rendered before Ticket Central can place your final order at the event's box office. Payment can be made at Ticket Central's box office window during our regular business hours.

