

NYU Ticket Central  
Kimmel Center for University Life  
60 Washington Square South, Room 206  
(212) 998-4941  
(212) 995-4961 fax



**THEATRE/DANCE/MUSIC/SPORTING EVENT ORDER FORM**

DATE OF REQUEST: \_\_\_\_\_ DATE TICKETS ARE NEEDED: \_\_\_\_\_

CLUB/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

Method of Payment: (circle one)

**CASH    DEPT CHECK    DEPT TRANS    CREDIT CARD    CAMPUS CASH**

**Please see reverse side for payment information.**

*There is a \$25 service charge added for every event ordered through NYU Ticket Central. This service charge will be refunded in full in the case that tickets requested are unavailable.*

This request form must be submitted at least 4 weeks prior to the date of the show date. The manager of Ticket Central will call you within 4 business days to verify prices, performance dates and times, and seating for the event you have requested. Once this information is verified, Ticket Central will place an order 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: \_\_\_\_\_

---

**If paying by department transfer, please complete the following:**

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

Name of person authorized to transfer funds: \_\_\_\_\_

Signature: \_\_\_\_\_

*Your department's account will be charged the amount of the tickets once they are ordered by Ticket Central. The Ticket Central service charge will 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 be charged the amount of the tickets plus a \$25 Ticket Central service charge once they are ordered by Ticket Central.*

**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.*



---