



Kitsap County Ticket Sales Information Sheet

Online Ticket Sales: Tickets will be sold online prior to event @ www.kitsaptickets.com
Additional fees will apply for web advertising space. Customers will have the ability to purchase and print tickets at home.

Ticket Fee: \$1.00 per ticket (paid to Kitsap County, this fee covers credit card fees and other related internal processing costs).

Online Convenience Fee: Online sales only, approximately 15% of ticket price, minimum \$1.00 per ticket (paid to ETIX).

Box Office Sales: Kitsap County will provide 1 tickets seller for every 750 people in attendance. If expected attendance is below 750 people, additional fees may apply (unless provisions are stated within a contract for multi- date permitted use.) Event Organizer will be required to provide ticket takers. Cash and Credit Card sales are available (Visa and MasterCard only). Scanners and Laptops will be provided by Kitsap County and must be turned in at the end of each event. **Ticket Fee:** 15% of the ticket price, minimum \$1.00 per ticket (to cover credit card fees and other related internal processing costs).

Reconciliation/Payment: Ticket Sales Revenue is deposited into the County account and reconciled by Parks staff. Revenue is paid out to licensee once the event has been reconciled. Licensee must provide an invoice to Licensor to receive payment. It takes approximately 2 weeks for payment to be received.

Ticket Sales Info: Once licensee enters into an agreement to utilize electronic ticketing system through Kitsap County, they are prohibited from using another source of ticketing for the event. Comp tickets and presale tickets may be requested in advance and sold by licensee. Any tickets not sold need to be turned in and reconciled back into inventory.

Approved by Licensee

Approved by Licensor