



# Logan Arts Ticketing Services





## Fee Structure

**Let us take the stress out of your event ticketing!**

Logan Arts can manage your ticket sales for any event. We can provide you with an easy, professional solution for your ticketing needs.



### Service includes:

- Ticketing set up
- Show / event page on Logan Arts Website with direct link to purchase tickets online
- Complimentary marketing including Facebook event, 2 x Facebook posts, 1 x eNews inclusion and in-house display screen advertising. To discuss marketing content and paid options contact the marketing team on 3412 5626.

### Admin fees -

#### Apply to hirer

Ticket Type	Ticket Admin Fee
Commercial Hirer	\$4.50 per ticket sold
Community Hirer	\$4.00 per ticket sold
Schools	\$4.00 per ticket sold

These ticket fees must be incorporated into your price per ticket.

If you would like to pass these fees onto the patron please increase your ticket price accordingly.

### Transaction fees -

#### Apply to customer

Fee Type	Fee
Online Transaction Fee	\$3.00 per transaction
Phone Transaction Fee	\$6.00 per transaction
Postage Fee	\$4.00 per transaction
Ticket Exchange Fee	\$4.00 per ticket



## Event Types and Add-ons



### General Admission

- General admission to seated or standing events



### Reserved Seating

- Allocated tiered and flat floor seating
- Tickets feature row and seat number
- Customers able to select their own seats when purchasing online
- Accessible seating available on request

\* Seating mode options are subject to State Government restrictions



### Registrations for gala dinners, conferences and expos

- Ability to record individual attendees details
- Dietary requirements and other questions able to be asked during booking process



### Add-ons

- Our ticketing system gives you the ability to sell programs and merchandise
- Items to boost the profit of your event.
- A 10% commission is payable to Logan Arts on all programs and merchandise sold through the venue.





## Contact Information

### Box Office Locations

#### Logan Entertainment Centre

-  170 Wembley Road,  
Logan Central
-  07 34125626
-  [entertainment@logan.qld.gov.au](mailto:entertainment@logan.qld.gov.au)




#### Opening Hours

Monday to Friday from  
9.30am to 4.30pm  
The Box office is also open  
60mins prior to each performance.

#### Payments

Most credit cards and EFTPOS  
accepted.

#### Kingston Butter Factory Cultural Precinct

-  270 Jacaranda Avenue,  
Kingston
-  07 34125626
-  [entertainment@logan.qld.gov.au](mailto:entertainment@logan.qld.gov.au)

#### Opening Hours

Tuesday to Saturday from  
9.30am to 3.30pm  
The Box office is also open  
60mins prior to each performance.

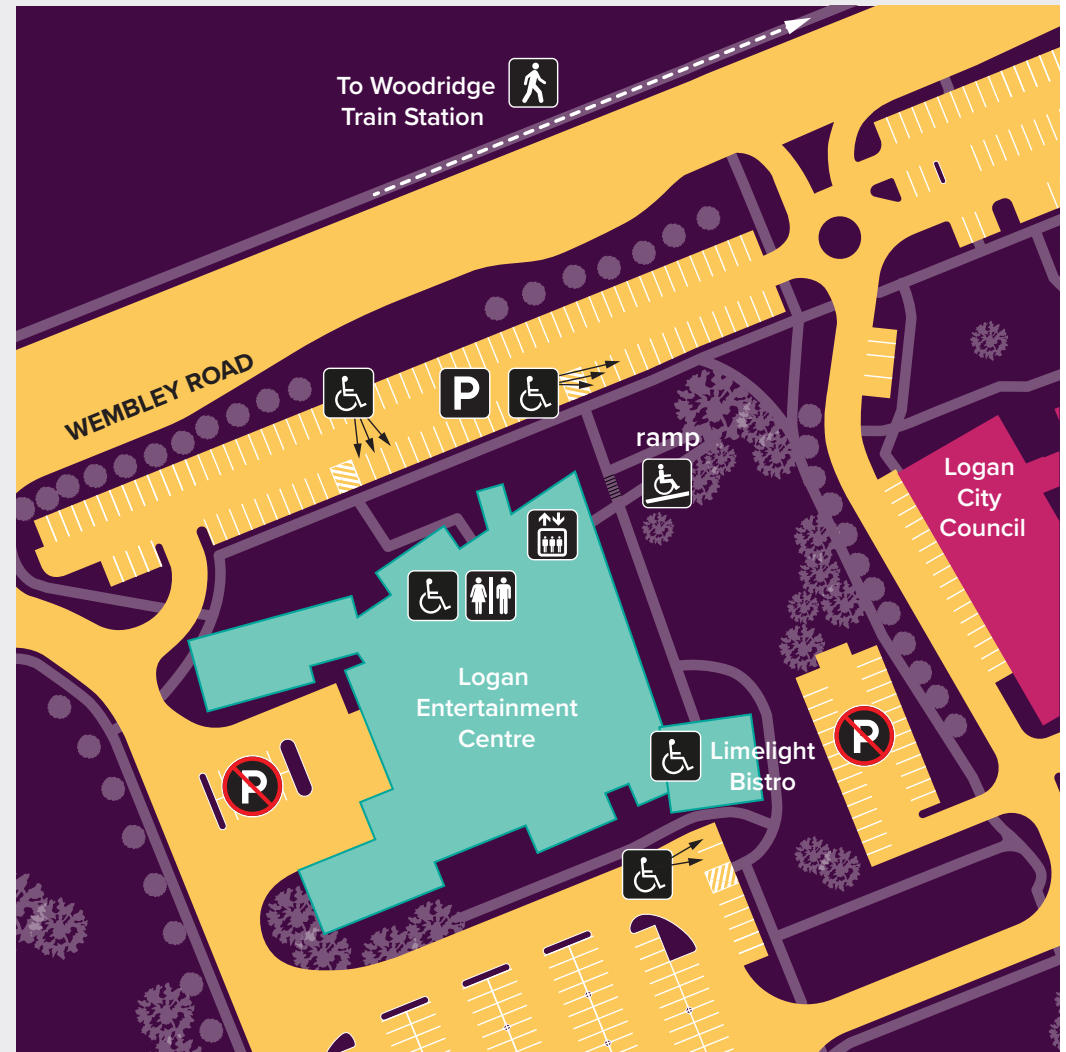
#### Payments

Most credit cards and EFTPOS  
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## Location Maps

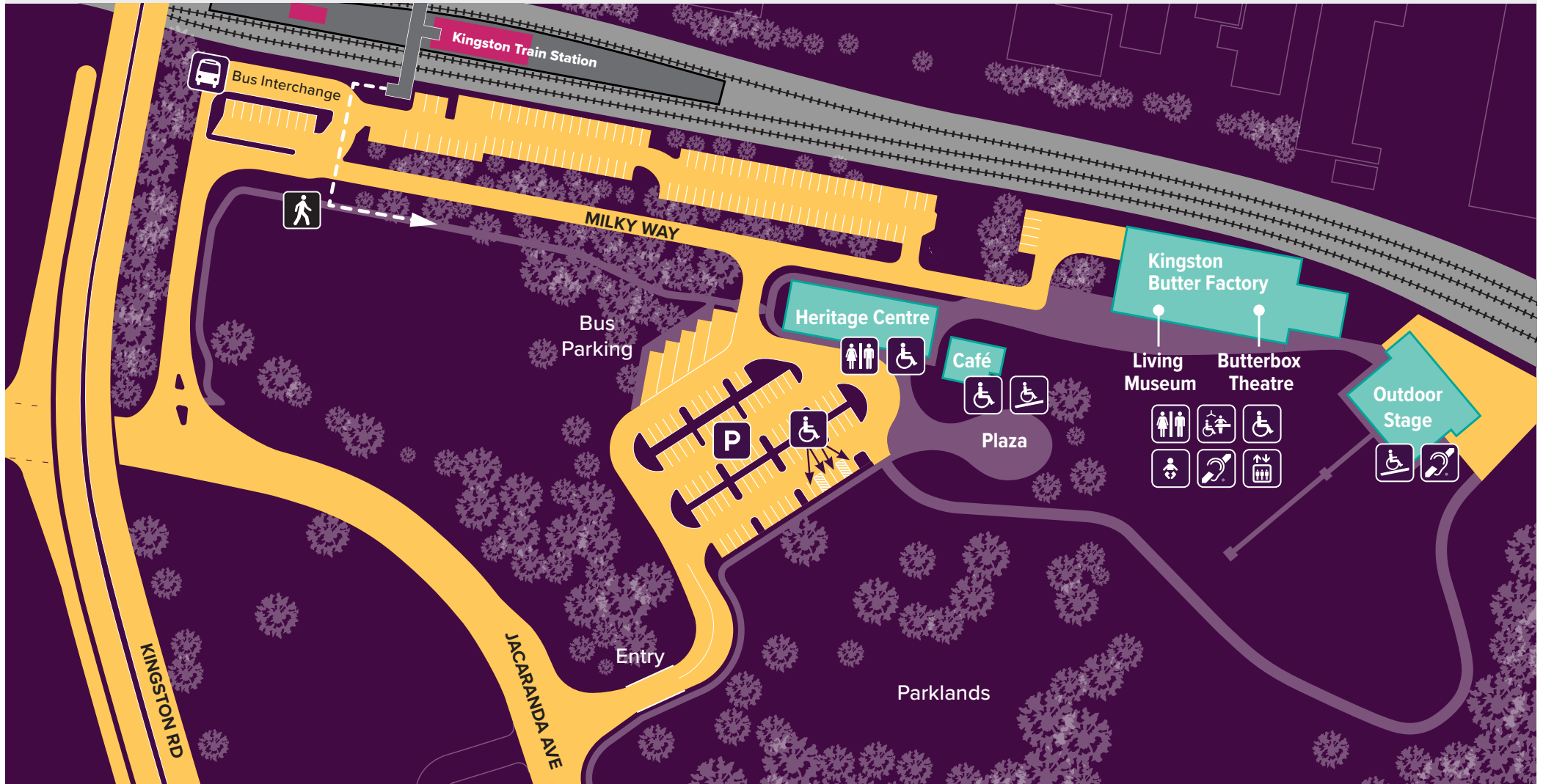
### Logan Entertainment Centre





# Location Maps

## Kingston Butter Factory Cultural Precinct





## Timeline and Checklist

Once your event is confirmed with our booking officer, setting up your ticketing is an easy process.

(please allow a minimum of 7 business days for your event to be built)

**1** Complete the Ticketing Details Form and return to the Ticketing Officer

**2** Provide the following for website and marketing:

- Event description
- High resolution landscape image that is 810 x 450 pixels. \*Please be aware that the sides of this image are cropped to make the thumbnail on the What's On page. (see below for example) We can provide a template if needed



- Any logos, links, videos or other images that need to be included on the website

**3** Add the following to your marketing and collateral:

Tickets available at [loganarts.com.au](http://loganarts.com.au) or at the selected venue Box Office on **07 3412 5626**.

**4** Once we have your approval your event can go on sale

**Please note** that Logan Arts reserves the rights to request amendments to artworks if deemed not suitable. If you require assistance with any of the listed requirements, the marketing team is only a phone call away; just call the box office number 07 3412 5626 and ask to speak to a Marketing Officer.



**Logan Entertainment Centre**  
170 Wembley Road, Logan Central

**Kingston Butter Factory Cultural Precinct**  
270 Jacaranda Avenue, Kingston

Box Office: call **3412 5626**



**/loganentertainmentcentre #LEC**



**/KBFCulturalPrecinct #KBF**



**entertainment@logan.qld.gov.au**



**loganarts.com.au**



LOGAN ENTERTAINMENT  
**CENTRE**



KINGSTON BUTTER  
**FACTORY**



LOGAN  
**ARTS**



CITY OF  
**LOGAN**