



Fundraising Event “Comedy Night” Agreement

McCurdy’s Comedy Theatre will provide the following for your “fundraising event”:

1. **Choice of Evening during week** – with Owner approval – any Wednesday, Thursday or Sunday 7:00 pm show. (Except Special Event shows)

McCurdy’s will provide seats for the organization to sell. Once the Event is agreed upon Tickets will be available to **purchase on our Website**. We understand that not everyone is Internet savvy so those who do not want to purchase online can always call or come down to the Box Office at McCurdy’s.

The Fundraising Organization decides what the ticket price will be for fundraiser. There is a \$3.00 charge per ticket sold to the Event to cover the ticket processing fee and tax will be added to ticket even if the organization is a non-for profit.

The fundraising event check (proceeds) will be issued after the event within 48 – 72 hours with confirmation email on total tickets sold and confirmed issued check amount to organization.

2. **Our House rules apply to ALL of our Shows. They are as follows:**

- a) Must be 18 years old with a Valid ID to enter our Showroom.
- b) There is a 2 item minimum per person in the Showroom.

3. **Provide group seating-** (Your event page will be noted by your digital logo provided to McCurdy’s after agreement is signed.)The seating chart will be set up on the website/ your event page. There will be an area blocked off that is specifically for your Fundraiser. (do not be confused by blocked off area being sold) It is important to remind your ticket purchasers that **most tables seat 4 persons**. We do not “push” tables together. This is a fire hazard and not allowed by law.

4. McCurdy’s showroom may be available for reception before fundraiser evening from 5:30pm-6:30pm – **free of charge**.

5. We will call the “contact person” 72 hours in advance of scheduled fundraiser to confirm reservations for group. We will NOT “hold” any seats for organization after that time.

6. We require all organizations to submit letter, after event, validating financial income from fundraising event for our records.

7. ***We have the right to cancel and/or reschedule your event due to opportunities for scheduling a celebrity or “Special Event” at our theatre.***

Name of Fundraiser/ Organization _____(issued to on check)

Address to send fundraiser check _____

Name – Contact person for event _____

Phone/Cell# for contact person to be reached _____

Email address for contact person _____

Date of Event _____

Ticket price for Event _____

Do you want to use the show room for pre-show reception from 5:30-6:30? Yes No

Signature below verifying agreement on the above information

(please email or fax back completed form to: bronwen@mccurdyscomedy.com or 941-360-6752)