



Student Union Administrative Office  
 186 Student Union  
 3640 Colonel Glenn Highway  
 Dayton, Ohio 45435-0001  
 (937) 775-5512  
 FAX: (937) 775-5527  
 www.wright.edu/studentunion



## Student Union Box Office Agreement to Sell Tickets

This is an Agreement between the Sponsor, \_\_\_\_\_  
 (organization)  
 and the Seller, Student Union Box Office, Wright State University, Dayton, Ohio. The Seller hereby  
 agrees to sell tickets for the Sponsor to \_\_\_\_\_  
 (event)  
 beginning on \_\_\_\_\_ and continuing through \_\_\_\_\_ and  
 (date) (date)  
 contingent upon the following terms:

1. It is the Sponsor's responsibility to provide Seller with tickets and an itemized list of the tickets provided, prior to beginning sale date;
2. Sponsor must complete and deliver to Seller a Student Union Box Office Event Data Sheet. Seller shall be harmless from any and all loss of funds resulting from misinformation from the Sponsor;
3. Seller will not issue **any** refunds. Any patron seeking a refund will be referred to the Sponsor;
4. It is the Sponsor's responsibility to pick up any unsold tickets within two (2) days from the "Ending Sale Date" as indicated by Sponsor on Student Union Box Office Event Data Sheet;
5. Seller will mail Sponsor a check or electronically transfer funds for proceeds from sales only after "Ending Sale Date" as indicated by Sponsor on Student Union Box Office Data Sheet. Seller will **not** be held responsible for any delay of said check caused by the University's Financial Services Department; and
6. The Sponsor agrees to all the policies of the Seller. Any violation of these policies will mean cancellation of service.

**Seller:**

\_\_\_\_\_  
 Student Union Box Office  
 Wright State University  
 186 Student Union  
 3640 Colonel Glenn Hwy.  
 Dayton, OH 45435  
 Phone: 937-775-5544  
 Fax: 937-775-5527

**Sponsor:**

\_\_\_\_\_  
 Org. Name:  
 Contact Name:  
 Org. Address:  
  
 Phone:  
 Fax:  
 Email:

Signed and agreed upon this \_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_, Dayton, OH 45435

Fund \_\_\_\_\_ Org \_\_\_\_\_ Prog \_\_\_\_\_