

LEWKS

Ticket Sale Requirements

Lewks are the principal ticket sale outlet for local events, particularly those being held in Downham Market Town Hall, but we are happy to sell tickets for any local event in surrounding villages.

We are always pleased to sell tickets free of commission for any local charitable event, and whilst we appreciate a letter of thanks, a packet of biscuits to share amongst the staff selling your tickets is even better! For non charitable events a 10% commission will be deducted from total sales.

Please supply your tickets in an unmarked small rectangular box such as a Tupperware box and not an old Tesco margarine tub. (this will be returned to you)

Label the top of the box with the event name, the date, the time, venue and the ticket prices.

Please refrain from putting our telephone number on your posters or leaflets as telephone bookings via us are not practical.

Please fill out the details required below and bring this along with your tickets.

Event Name: _____

Event Location: _____

Date of Event: _____

Start Time: _____

Approx finish time: _____

(some people like to know so they can arrange a Taxi)

Ticket Prices: _____

(if there is a concession rate please specify for who, e.g OAPs, children etc)

Is it reserved seating or first come first served? _____

(If reserved seating please supply a seating plan)

Are refreshments available to buy — such as a licenced bar? Or are any light refreshments included? Please supply details below _____

Number of tickets provided to us and are these numbered? _____

Contact Name and Phone Number: _____

(in case of any queries or further tickets required)

Who will be collecting the unsold tickets / money & on what day? _____

(we open 9-5 Monday—Saturday, so suggest collecting at 4.30pm on the event day to allow maximum number of tickets to be sold)