

## GROUP SALES

For most King Center events, a ticket purchase of ten (10) or more can be considered a group ticket purchase. Some events offer a special group discount, while others will offer a reduced service fee. Ticket prices will be confirmed with the group leader based on the event and your final headcount, and usually are only available through the ticket office. *PLEASE NOTE THIS DOES NOT APPLY TO THEATRE FOR YOUTH PERFORMANCES.*

### Group purchase checklist:

- Submit the headcount of your group, and preferred event to [KingCenter@ASMMelbourne.com](mailto:KingCenter@ASMMelbourne.com) – this will be the amount of tickets you will be invoiced for. It is helpful to also let us know your preferred price point/seating preferences or requirements (accessible seating, etc.)
- Upon receipt of your headcount, a final group price can be determined, and an invoice will be put together.
  - Some performances may allow for seats to be reserved prior to payment, while other performances may require a deposit or payment in full.
- Submit payment for the invoice by the listed due date on the invoice - usually within 48 hours, or no less than one week prior to the show, whichever is sooner.
  - If you would like to hold seats while collecting payment, a *non-refundable deposit* of 10% can be submitted. A due date for payment in full will be set based on each event. *Please note that the deposit option is not always available – this depends on the event.*
  - Once payment is submitted, all sales are final. No refunds, exchanges, or reduction of tickets can be made. Additional seats will be fulfilled in best available seating, with no guarantee of seating with the group. Additional seat purchases of less than ten (10) tickets may be charged at regular price.
  - Failure to submit payment in full by the due date listed on the invoice will result in cancellation of seats. A new group request may be submitted *with payment* if deadline is missed.
  - If performance is designated as a sell-out, the group leader will be contacted with a new due date for payment in full.
- Tickets for your group can either be printed and picked up by the group leader or emailed as a .pdf file to the group leader. *Please note that payment in full is required prior to tickets being printed and distributed.*
  - Tickets cannot be replaced if lost. We recommend distributing tickets to their recipients as close to the show date as possible to avoid time for them to be lost or damaged.