



TRIBECA'S BOX OFFICE & THE RENTAL CLIENT

Included in your rental contract are several Box Office services. Our Box Office is fully computerized using a WinTix program, with two teller windows for walk-up and day-of sales. Please see below for further information or call 212-220-1460.

TICKETS

TRIBECA will provide you with personalized tickets for your event. Each day of rent includes one set of tickets for the event. If the event has several performances in one day, the tickets for these additional performances will be printed at a nominal fee. All tickets will be available two weeks after the initial ticket request form has been processed. You will be asked to provide specific information about the event as part of the process.

SIGNING OUT TICKETS

You have the option of signing out all or a portion of your tickets to sell. TRIBECA's Box Office will sell remaining tickets during regular Box Office hours. In signing out all tickets, TRIBECA is not responsible for any monies collected for the event. Any unsold tickets may be signed back in at least 48 hours prior to the contracted event for the Box Office to sell.

USE OF THE BOX OFFICE

Tickets for the event will be sold during regular Box Office hours. Any request to have tickets sold outside of those hours can be accomplished with an additional charge and must be included in the contract information.

You may have use of the Box Office prior to the start of the event in one of two ways:

1. You may sell your tickets at the Box Office windows without using TRIBECA's computer system. Any exchange of money must take place within the Box Office. A TRIBECA Box Office representative will be present during all sales.
2. TRIBECA's Box Office representatives will sell all tickets for you prior to and one half hour into the event using our computerized ticketing system. In order to do this, you must sign in all remaining tickets to the box office at least 48 hours prior to the event.

BOX OFFICE HOURS

September through June:

Regular Box Office hours are Tuesday through Saturday, 12pm to 6pm. There are no regular box office hours on Sunday or Monday. Box Office will be open during contracted hours for any event taking place in the theatres. Box Office hours are adjusted for certain holidays. Please check ahead when preparing your contract.

July and August:

The Box Office summer hours are as follows - Tuesday through Thursday, 12pm-6pm. There are no regular box office hours Friday through Monday. Box Office will be open during contracted hours for any event taking place in the theatres. Box Office hours are adjusted for certain holidays. Please check ahead when preparing your contract.