



Hamilton Fine Arts Center Ticketing and Box Office Information

Are you handling your own ticket sales?

If you are handling your own ticket sales, the following information must be made available to your ticket buyers:

- **Tickets For Entry**

Each member of your party must have their own ticket to present at the door. Please download and print individual tickets, or access and bookmark your mobile eTickets, to present at the door.

- **When to arrive and late arrivals**

The theatre opens 30 minutes prior to the start of each show. Please arrive no later than 15 minutes before the show to assure a timely start. Out of courtesy to the performers and audience, patrons arriving after the performance has begun will be seated at a suitable break in the show at the discretion of House Management, possibly not until the first intermission.

- **Food and Beverage**

To help preserve the beauty of our theatre we kindly ask that no food or beverages be brought into the theatre.

- **ADA Compliance and Service Animals**

Our theatre includes eight designated wheelchair seating locations, each with a reserved companion seat for your convenience. If you need assistance, please ask a member of our Patron Services team.

Only service animals trained to perform a specific task are permitted in the Hamilton Fine Arts Center.

- **Children**

For the safety and enjoyment of all guests, children must remain seated throughout the performance. In accordance with fire code regulations, baby carriers, booster seats and strollers are not permitted inside the theatre unless they can be accommodated within designated ADA seating areas. Please note that wheelchair users always have priority for these spaces.

Food and beverages are not allowed in the theatre at any time, including juice cups and children's snacks.

Can we handle ticket sales for you?

Ticketing services can be arranged, with a small service fee charged to the ticket buyer, to offset the credit card processing and handling fees. Groups can opt to offer reserved seating, general seating, complimentary ticket codes, priority seating presale and multi-pricing options. Tickets are available for purchase on our website or by phone during regular business hours. Box office staff can be provided on the night of your show for an additional fee (please see below).

Sales Tax Information:

Sales tax is collected, reported and paid by our ticketing platform for non-district events in which ticket and merchandise sales occur. Groups requesting acknowledgement of their non-exempt status must provide "Sales Tax Exempt" documentation to the Hamilton Fine Arts Center prior to your tickets going on sale.

Box Office Fees:

- Box Office Set-Up Fee (Programming of the online ticketing system) \$100 per show
- Box Office Staffing Fee (online, by phone and 30 minutes prior to the start of each show) \$ 50 per show

Note: All online orders and credit card payments incur a service fee, charged to the ticket buyer.

Purchasing Tickets

Purchase Tickets Online

To purchase tickets online, click "Buy Tickets Now" on our [website](#). Service fees apply for all ticket orders (except complimentary tickets). Online ticket sales are available until 30 minutes after the start of the show. All sales are final. No refunds or exchanges.

Purchase Tickets by Phone

You may purchase tickets by calling 706-550-1416 between 9 a.m. and 4 p.m. CST Monday through Friday. Service fees apply for all ticket orders. All sales are final. No refunds or exchanges.

Purchase Tickets at the Box Office (When arranged)

Tickets may be purchased at the box office beginning 30 minutes prior to the performance. The box office accepts cash only.

For credit card purchases, patrons will be directed to a QR code to complete their transaction on a personal device. Please note that service fees apply to all credit card transactions.

All sales are final. No refunds or exchanges.

Seating Chart and Wheelchair Seating

A seating chart is available [online](#).

Our theatre includes eight designated wheelchair seating locations, each with a reserved companion seat for your convenience. If you need assistance, please ask a member of our Patron Services team.

In accordance with fire code regulations, all rows and aisles must remain clear at all times. Therefore, baby carriers and strollers are not permitted inside the theatre unless they can be accommodated within designated ADA seating areas. Please note that wheelchair users always have priority for these spaces. Our ushers will be happy to assist with storing these items during the performance.

Only service animals trained to perform a specific task are permitted in the Hamilton Fine Arts Center. For the safety and comfort of both the service animal and its handler, designated seating areas with additional space are available in Rows A and O.

Theatre Capacity

The capacity of the theatre is 750 people. The HFAC will not allow the theatre to exceed these capacities, and the event will not be allowed to begin until the theatre is properly seated and the capacities are within the proper limits.