

# Casper Events Center

Wyoming's Center of Entertainment



**CASPER**  
EVENTS CENTER



**SPECTRA**  
BY COMCAST SPECTACOR



## PROMOTER PACKET

#1 Events Dr—Casper, Wyoming 82601

PO Box 128—Casper, WY 82602—0128

[www.CasperEventsCenter.com](http://www.CasperEventsCenter.com)—(307) 235-8441—Fax: (307) 235-8445

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## Table of Contents:

Facility Personnel	2
About the Facility, Arena Dimensions and Seating Capacities	3
Seating Diagrams (Full House, Half House, Theater)	4—6
Rigging, Lighting, and Sound	7
Dressing/Locker Rooms and Parking	8
Special Services and Equipment, Copyright	9
Dates, Deposits, Insurance and Prohibited Items	10
Rental, Personnel, and Equipment Rates and Union Info	11—14
Novelties/Concessions and Box Office	15

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Operations Manager	Matt Hinds	(307) 235-8449	<a href="mailto:matthew_hinds@comcastspectacor.com">matthew_hinds@comcastspectacor.com</a>
Operations Manager	Cody Lawson	(307) 235-8434	<a href="mailto:cody_lawson@comcastspectacor.com">cody_lawson@comcastspectacor.com</a>
Director of Food and Beverage	Tim Hammerschmitt	(307) 235-8459	<a href="mailto:timothy_hammerschmitt@comcastspectacor.com">timothy_hammerschmitt@comcastspectacor.com</a>
Assistant Director of Food and Beverage	Candie Buckallew	(307) 235-8451	<a href="mailto:candie_buckallew@comcastspectacor.com">candie_buckallew@comcastspectacor.com</a>

\*Contact Brad Murphy at (307) 235-8448 for booking information and availability.

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## About the Facility

If it's happening in Wyoming, chances are it's happening at the Casper Events Center. Built high on a hill over-looking the city, Casper Mountain, and the scenic Platte River Valley, the Casper Events Center lends new meaning to the term "accommodating." Each year, people attend concerts, tradeshow, conferences and banquets, and sporting events at our facility.

## Center Management

Casper Events Center is managed by Spectra Venue Management. Is leader in sports/entertainment and facility management.

## Arena Dimensions:

The shape of the arena is basically that of a horseshoe, with retractable seating to allow greater flat floor space. The overall floor dimensions are 235 feet in length, 120 feet in width (with seats retracted) and 87.6 feet in height. The trusses span a total of 294 feet to produce a column-free arena and spectator space; 57.5 feet being the lowest point above the main floor.

## Arena Seating Capacity(\*):

All seating is totally unobstructed and upholstered.

4,060	reserved seats for half house
2,280	reserved seats for theater (full proscenium stage)
6,850	reserved seats for basketball
6,240	reserved seats for rodeo
8,050	reserved seats for full house concert
5,940	reserved seating for motor sports

\* Seating numbers are general estimates subject to individual event set-up requirements



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# Casper Events Center

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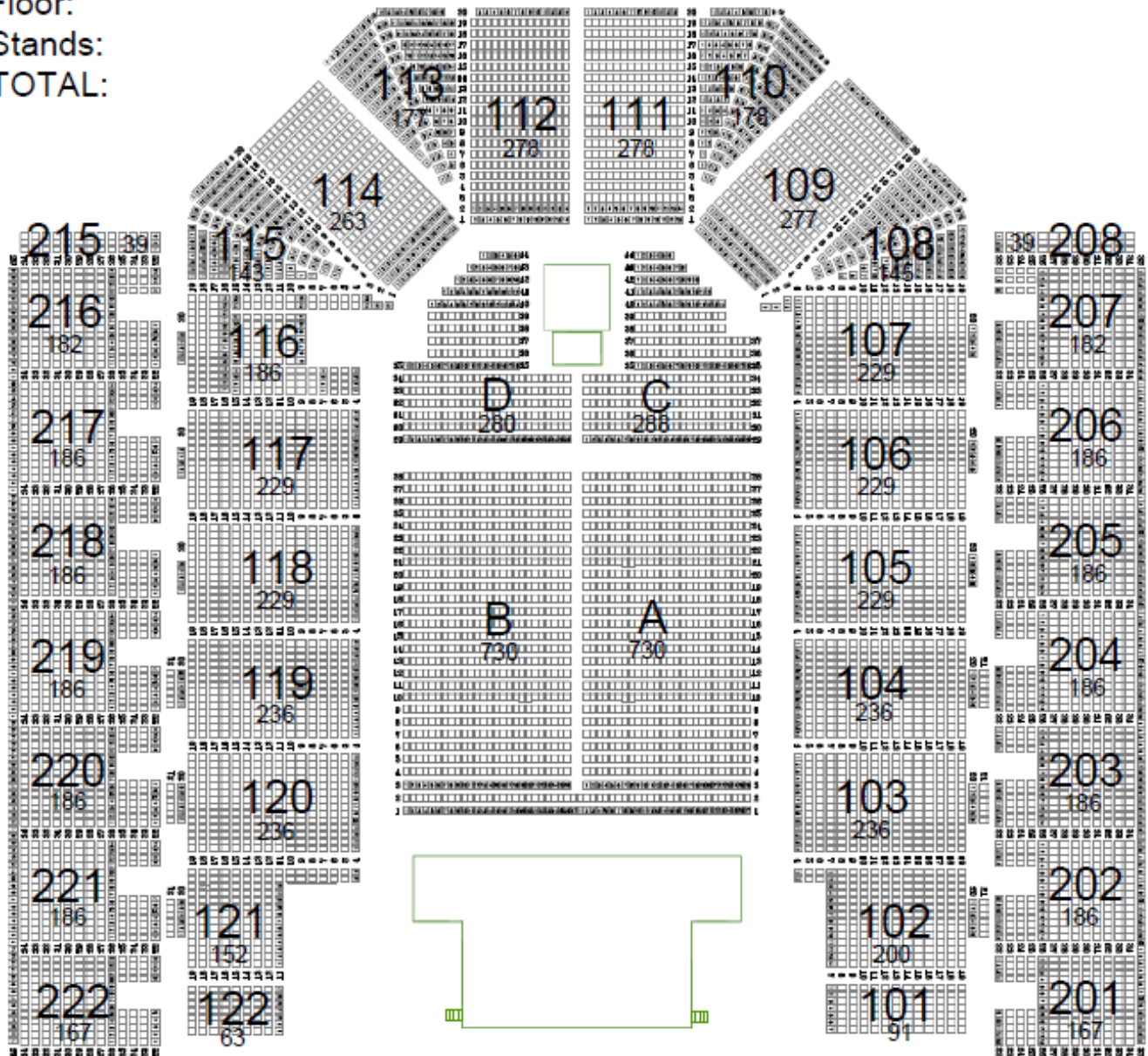
## Full House

FULL HOUSE (controlled floor)

Floor:

Stands:

TOTAL:



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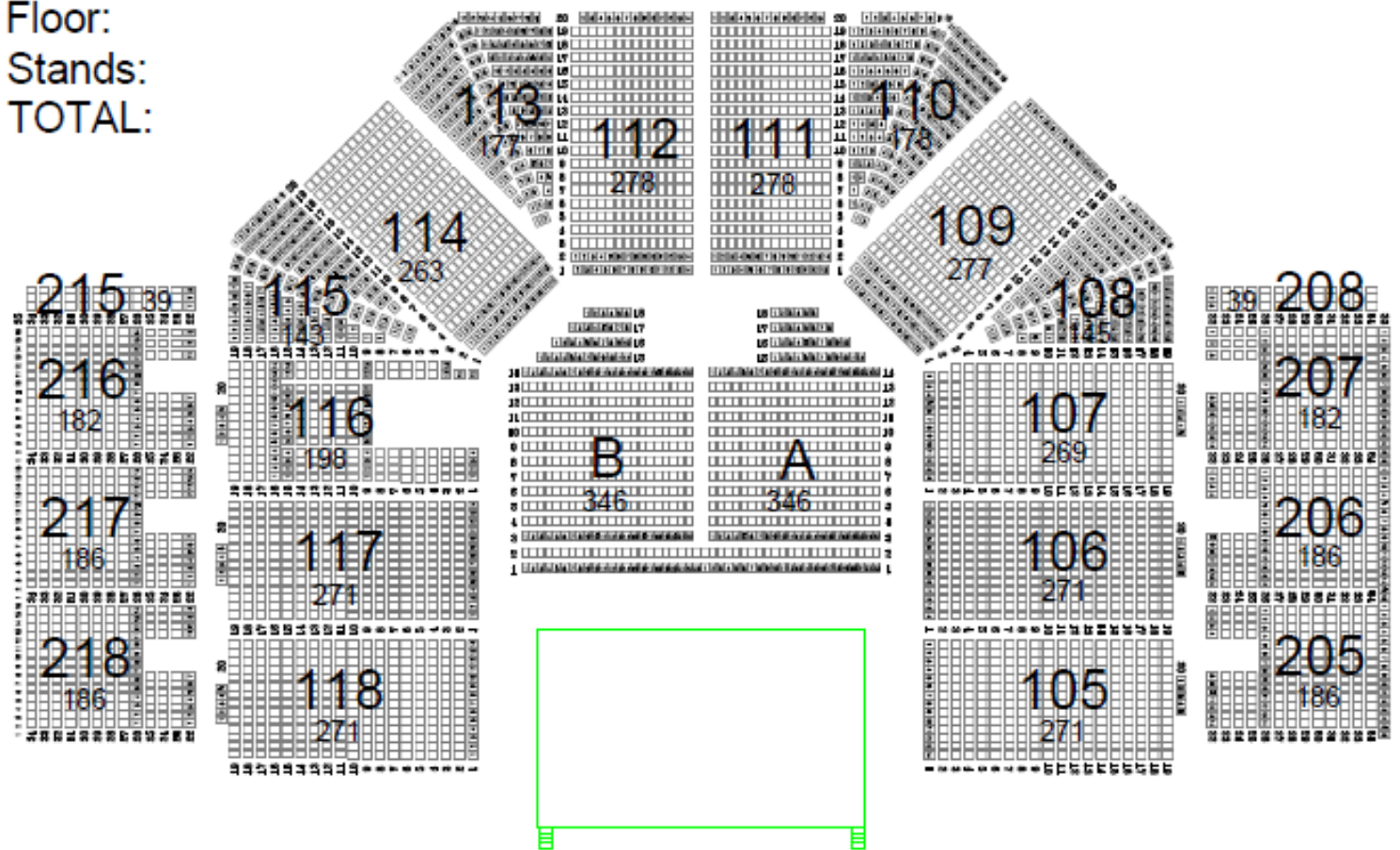
## Half House

### HALF HOUSE

Floor:

Stands:

TOTAL:



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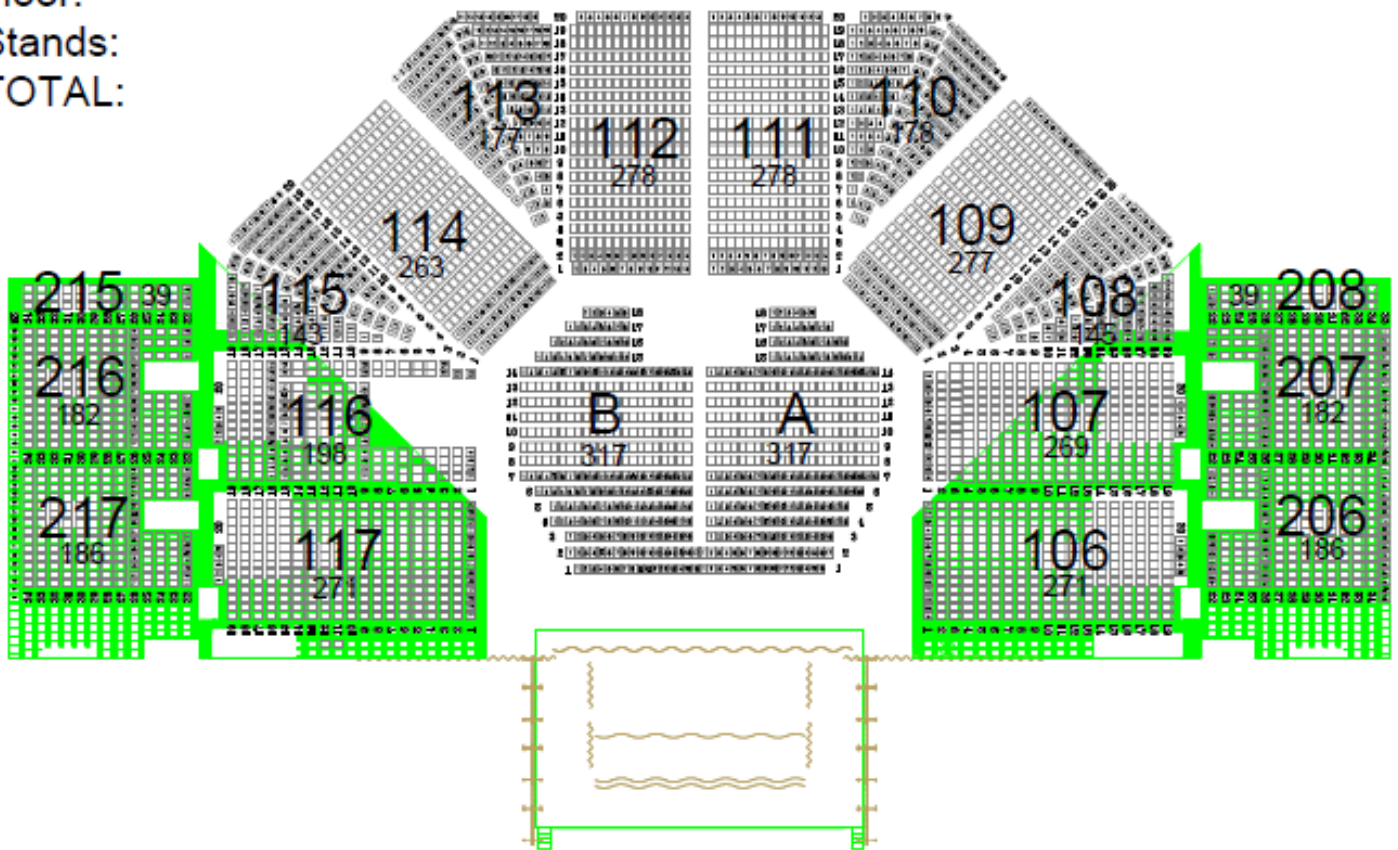
## Theater

THEATER CAPACITY (within sight lines)

Floor:

Stands:

TOTAL:



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## Rigging:

The ceiling of the Casper Events Center features totally exposed iron trusses and a single level catwalk system. With a ceiling-to-floor height of 87.6 feet, the rigging possibilities are nearly limitless. For full-house concerts, a grid at the East End of the arena has standard weight limit of 32,000 pounds.\* For theatrical and half-house concert presentations, a center grid allows as much as 12,000 pounds\* to be flown. For theatrical presentations, an electric winch system provides up to 15 line sets with a capability of up to 1,000 pounds each. \* These weight capabilities are standard. Up to 100,000 pounds may be flown depending on snow load on building. Weights in excess of 32,000 pounds must be approved by city engineer.

## Lighting:

General: Arena lighting is provided by 108 1KW Mercury Vapor and 16 1KW Incandescent lamps on six (6) non-dimmable circuits. Levels of 90-foot candles can be achieved on the arena floor. These levels decrease to 40-foot candles on the 35<sup>th</sup> row above the arena floor. The color temperature is approximately 4,400° Kelvin.

Theatrical: A modest theatrical lighting package is available, which includes the following instruments:

50	575 watt	ETC Source Four	Par Fixture
24	575 watt	ETC Source Four	10 Degree Leko
30	575 watt	ETC Source Four	14 Degree Leko
5	3 x 750 watt	Colortran	3 Circuit Cyclorama Light
8	1600 watt	Strong	Xenon Super Trooper

Theatrical lighting (except for Super Troopers) is controlled by Phillips Strand Palette console.

## Sound System:

The principal sound reinforcement system is designed for sporting events, although it has sufficient flexibility to adequately handle less demanding conference, theatrical, and concert presentations. From the control room located on the concourse level, a 32 input MIDAS M32 console feeds: 1) a biamped constant directivity central cluster powered by 4, QSC GX5 amplifiers; 2) a Williams Sound brand dedicated FM Hearing Impaired System; 3) as many as six (6) stage monitor mixes to as many as ten (10), JBL, Altec and Electro Voice monitor speakers; 4) a concourse/entrance sound system; 5) a distributed low-level system in the conference and meeting rooms; and, 6) a dressing room monitor system.

A compliment of 25 Audio Technica, Crown, Countryman, Electro Voice, and Shure microphones is available to cover most applications. Playback facilities include Stereo Cassette and CD players. Limited signal processing is available.

A Clear-Com brand intercom system allows communication between the control room, spotlight baskets, arena floor, and star's dressing room. An interface is available to connect lessee's two-, three- or four-wire systems.



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## Dressing Rooms/Lockers:

The Casper Events Center has eight (8) dressing rooms available with one (1) additional luxurious star's dressing room, equipped with private shower and cable television for entertainer's convenience.

	<u>Description</u>	<u>Size</u>	<u>Sink</u>	<u>Toilet</u>	<u>Shower</u>	<u>Mirrors</u>	<u>Distance to Stage (*)</u>
1.	Private	480 ft <sup>2</sup>	Yes	Yes	Yes	Yes	60'
2.	Chorus	454 ft <sup>2</sup>	Yes	Yes	Yes	Yes	109'
3.	Chorus	519 ft <sup>2</sup>	Yes	Yes	Yes	Yes	131'
4.	Athletic	579 ft <sup>2</sup>	Yes	Yes	Yes	No	109'
5.	Athletic	671 ft <sup>2</sup>	Yes	Yes	Yes	No	131'
6.	Private/Production	121 ft <sup>2</sup>	No	No	No	Yes	109'
7.	Private	121 ft <sup>2</sup>	No	No	No	Yes	109'
8.	Private	121 ft <sup>2</sup>	No	No	No	Yes	131'
9.	Private	121 ft <sup>2</sup>	No	No	No	Yes	131'

\* - Distance is to Full House stage position. Add 85' for Half House stage position.  
All rooms are secured backstage.

## Parking:



Fourteen (14) (9 paved/5 graveled) lighted parking lots can accommodate 3,600 vehicles. All lots are adjacent to the Casper Events Center. A lighted helipad is also available. The total parking space is 61,000 ft<sup>2</sup> in Service Yard. The Service Yard is secured space. Parking permits are not required.

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## Special Services and Equipment:

- Full service catering kitchen. Banquets from 50 to 1,700 persons
- Convention booth equipment provided in-house (tables, chairs, carpeting, exhibit draperies.)
- Eight (8) Xenon Super Troopers
- Four (4) permanent concession stands, with portables available
- Show office for building lessees
- 1,900 portable Krueger chairs, along with 200 – 5' round tables, 160 - 30" x 96", 100 - 30" x 72" and 120 – 18" x 72" exhibit tables
- Robbins basketball floor can accommodate pro, college, and high school basketball
- Four (4) Sport Court Volleyball courts for exhibition games, college and high school
- Two (2) CAT 4,600 pound capacity propane forklifts.
- In-house advertising placement service using Casper Events Center's low contract rates
- Completely climate controlled building
- Service yard equipped with three (3), 50 amp, 120/240 volt electric services for motor homes, tour busses, trailers, etc.
- A limited number of assignable phone lines
- In-house closed circuit television wiring with monitors positioned at the permanent concession stands
- Wireless internet access is available

## Staffing Services:

The Casper Events Center provides all staff services required to stage an event at competitive rates. This personnel includes box office services, security, medical, stagehands, maintenance, ushers and registration personnel, food and beverage personnel for catering, concessions, and bars, etc.

## Copyright License Fees

Promoters must have own License Agreements with ASCAP, BMI, and SESAC and are responsible for all fee payments. Please contact the Casper Events Center Box Office with any questions or concerns.

## Advertising Placement

The Casper Events Center can place all advertising using contract rates for a fee of fifteen percent (15%) of the net advertising budget. An additional deposit equal to the cash amount of the advertising placed on your behalf is required. There is a charge of \$150.00 for poster distribution (100 posters) plus the cost of poster copies.

## Group Sales

As an extra service, the Casper Events Center can provide group sales solicitation for a fee of ten percent (10%) of the gross group ticket sales, plus postage and printing costs incurred.

## No Re-Entry Policy:

Once a guest leaves the Events Center during an event, there is no re-entry permitted.



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## **Dates, Deposits and Rental Rates:**

Information regarding available dates and current rental rates may be obtained by calling the Events Center Administrative Office at (307) 235-8441. We will tentatively "hold" your requested date(s). However, if another tenant requests your date or a portion thereof, you will be required to execute a contract and submit the required deposit or release the date. Deposit amount is equal to half of the first day rental fee and is refundable after it has been determined there is no building damage or unpaid expenses at the completion of the event.

## **Settlement and Payment Policy:**

All charges due the Casper Events Center are payable on demand at the completion of tenant's event.

## **Date Protection Policy:**

If determined by the Events Center management that a second event attempting to be booked is substantially similar to an existing scheduled event, the Events Center will grant appropriate protection prior to and after an event.

## **Liability Insurance:**

All tenants of the Casper Events Center are required to provide a certificate of insurance that includes the policy endorsement page showing Global Spectrum, LP and the City of Casper and its employees as additional insured. The Casper Events Center needs to be shown as the certificate holder. Please make sure the name and all applicable dates are shown on the certificate.

## **Signage Rights:**

The Casper Events Center owns all signage rights inside and outside of the arena. Advertising signs or banners that tenants wish to display must be pre-approved by management.

## **Items Not Permitted:**

Please be advised that no carry-in items will be allowed and garments will be inspected at the entrances. The unauthorized sale or distribution of T-shirts, novelties or printed material on the Events Center grounds is strictly prohibited. No pets or animals will be allowed in the facility with the exception of service dogs. Helium Balloons are prohibited from being sold, carried-in or used as decoration for any show. Ticket holder consents to reasonable search for such items below and waives any related claims that may arise. The Casper Events Center Management reserves the right to make the final determination on prohibited items. Prohibited items include: Bags larger than 14" wide X 14" long X 6" deep, Outside food or beverage, alcohol, bottles or cans, Professional cameras, cameras with detachable lenses, or lenses longer than 2.5", GoPro cameras, Video or audio devices, Selfie Sticks or telescopic devices, Aerosol cans or noisemaking devices, Drones (UAS- Unmanned Aircraft Systems) or other model aircraft, Weapons (guns, firearms, ammunition, night sticks, nunchucks, stun guns/tasers), Knives, brass knuckles, billy clubs, black jacks, kubatons, Self Defense Sprays/ Pepper Spray, Explosives, Fuels (torches, lighter fluid), Tools, Razor Type Blades (box cutters, razor blades, scissors), Hazardous Items (chemicals, paints, thinners), Laser pointing devices, Gifts, letters, signs, banners, flowers, or sealed packages of any kind (\*commencements and high school tournaments exempt for letters, signs, banners, flowers), Nail Clippers, Hoverboards and skateboards, Umbrellas, GoPros, and any other items deemed inappropriate for specific events.

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## CASPER EVENTS CENTER RENTAL RATES

### ARENA

#### *Commercial*

\$3,000 per Event Day  
\$1,500 per Load-In/Out Day

#### *Non-Profit*

\$2,250 per Event Day  
\$1,250 per Load-In/Out Day

### SECOND FLOOR

\$800 Summit Room

\$200 per Room for Bridger, Oregon and Mormon Trail Rooms

\$1,000 for the Entire Second Floor

*Rent includes rent, set-up, tables and chairs, wireless internet and basic maintenance costs*

*(Rent for Second Floor waived if Food and Beverage Expense is greater than \$2,500)*

### ENTIRE VENUE

#### *Commercial*

\$3,500 per Event Day  
\$1,500 per Load-In/Out Day

#### *Non-Profit*

\$2,750 per Event Day  
\$1,250 per Load-In/Out Day

### CONCERTS

\$3,000 vs. 10%

Plus 3% Box Office Fee

Plus 3% Merchant Discount Fee for all Credit Card Purchases at the Box Office Windows

Plus \$3.00 per Ticket Facility Fee to be included in Advertised Ticket Price

### HOUSE NUT

\$12,500 Half House/Theater or \$17,500 Full House

Includes: rent, custodial, operations, event staff, Box sales, stage up/down, wi-fi, furniture, shorepower, forklift, tables/chairs, ClearCom, and soft-goods curtaining (Does not include contract labor, stage hands/riggers, catering, runners, advertising, 3% credit card fees box office only)



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## REIMBURSABLE RATES

Event Supervisor - \$27 per hour

Guest Services Attendant (ushers, ticket takers, door guards) - \$15 per hour

Guest Services Attendant Supervisor - \$20 per hour

Ticket Office Representatives - \$15 per hour

Ticket Office Supervisor - \$25 per hour

Medical Worker - \$24 per hour

Medical Supervisor - \$33 per hour

Security Worker - \$16 per hour

Security Supervisor - \$25 per hour

Barricade Security Worker - \$23 per hour

Stagehands - \$24 per hour

Riggers - \$37 per hour

Steward - \$35 per hour

Electrician - \$40 per hour

Operations / Maintenance Worker - \$22 per hour

Operations / Maintenance Supervisor - \$28 per hour

AV Technician - \$30 per hour

Ribbon Board Operator - \$30 per hour

Food and Beverage Worker - \$15 per hour

Food Service / Kitchen Supervisor - \$20 per hour

Uniformed Police Office—\$60 per hour

Spectra-provided event insurance: \$0.55 per attendee

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## Union Labor Rules

### A. Type

All labor arranged through operations supervisor. IATSE crew available; other unions not available.

### B. Rates – setup and show

<u>Function</u>	<u>Minimum Call</u>	<u>Time before Overtime</u>
Audio	4 hrs, 1 <sup>st</sup> Call; +2 hrs, 2 <sup>nd</sup> Call, 6hrs. Total	8 Hours
Carpenter	4 hrs, 1 <sup>st</sup> Call; +2 hrs, 2 <sup>nd</sup> Call, 6hrs. Total	8 Hours
Deck Hand	4 hrs, 1 <sup>st</sup> Call; +2 hrs, 2 <sup>nd</sup> Call, 6hrs. Total	8 Hours
Electrician	4 hrs, 1 <sup>st</sup> Call; +2 hrs, 2 <sup>nd</sup> Call, 6hrs. Total	8 Hours
Fork Operator	4 hrs, 1 <sup>st</sup> Call; +2 hrs, 2 <sup>nd</sup> Call, 6hrs. Total	8 Hours
Props/Scenery	4 hrs, 1 <sup>st</sup> Call; +2 hrs, 2 <sup>nd</sup> Call, 6hrs. Total	8 Hours
Rigger	4 hrs, 1 <sup>st</sup> Call; +2 hrs, 2 <sup>nd</sup> Call, 6hrs. Total	8 Hours
Steward	4 hrs, 1 <sup>st</sup> Call; +2 hrs, 2 <sup>nd</sup> Call, 6hrs. Total	8 Hours
Truck Loader	4 hrs, 1 <sup>st</sup> Call; +2 hrs, 2 <sup>nd</sup> Call, 6hrs. Total	8 Hours
Wardrobe	4 hrs, 1 <sup>st</sup> Call; +2 hrs, 2 <sup>nd</sup> Call, 6hrs. Total	8 Hours
Technical Director	None	8 Hours

### C. Specify required meal breaks & penalties:

Must break before end of 5<sup>th</sup> hour. Half hour break if food is provided, otherwise 1 hour minimum break.

### D. Can show break down crew as required?

Yes

### E. Can show Focus/Sound Check without House Crew?

No

### F. Minimum Crew Required:

Steward and Electrician

### G. All calls are per day basis.



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## Equipment

Staging (4'x8').....	\$10.00 per section per show, concert setup \$515
Barricade (4').....	\$235.00, includes setup
Electrical Service Charges.....	\$235.00 per day
Sound System.....	\$150.00 per show, plus operator
Microphone-Wireless .....	\$50.00 per day
Vehicle/Trailer Electrical Hook-up .....	\$25.00 per day, per unit
Forklift Service (Does not include operator).....	\$50.00/hr, one hour min. or \$250 per 8 hr/day
Wristbands (required for concerts w/floor seating) .....	20¢ per wristband
Theater Equipment Package.....	\$450.00, includes drapery hanging
Xenon Follow Spots.....	\$50.00 each per show, plus operator
Robbins Portable Basketball Court with Spalding Backstops .....	\$825.00, includes setup
Volleyball Court .....	\$500.00 per court, includes setup
Baldwin Grand Piano .....	\$100.00 per show, plus tuning
Towels .....	\$1.00 each (\$5.00 if not returned)
Padded Folding Chairs .....	\$2.00 each, per show
Tables.....	\$10.00 each, per show
Table Cloths .....	\$5.00 each, per show
Table Skirting .....	\$5.00 each, per show
9'x12' Projection Screen .....	\$50.00 per show
Multi-Media LCD Projector.....	\$75.00 per day
Television .....	\$25.00 per show
VCR or DVD .....	\$20.00 per show
Oxygen and Masks .....	\$30.00
Sofa; Love Seat; Chair and Ottoman .....	\$35.00 per unit
Coffee Table.....	\$10.00 per unit
End Table and Lamp.....	\$20.00 per pair
Floor Lamp .....	\$15.00 per unit
Trees.....	\$15.00 per unit
Show/Building Passes .....	20¢ per pass
30' Genie Lift .....	\$50.00 for 4 hours; \$100 per event day
Xerox Copies – 8 ½ x 11 .....	\$.10 each Black & White, \$.25 each Color
Xerox Copies – all other sizes .....	\$.25 each Black & White, \$.50 each Color
Clean Up Charges - Dirt Event.....	\$1500.00
Phone/Fax Line - Restricted credit card/collect .....	\$50.00 installation fee, as available
Phone/Fax Line - Unrestricted Line.....	\$175.00 installation fee, as available
Wireless Internet Access – Advance Order .....	\$35.00/device - must order 3 business days before event
Wireless Internet Access .....	\$50.00/device if ordered after 3 business day deadline
Wireless Internet Access .....	\$200 flat fee - must order 3 business days before event

### EQUIPMENT AVAILABLE AT NO CHARGE

Podiums (4)	Easels (18)
Carts and Dollies	Table Lecterns (3)
United States and Wyoming Flags (1 each)	Music Stands (20)
Meeting Room Screen, 6'x6' (3), 5'x5' (1)	( ) indicates the number available

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## **Novelties/Merchandise and Concessions/Catering:**

The Casper Events Center is the exclusive novelties/merchandise and concessions/catering vendor.

There are four (4) permanent large concession stands, four (4) permanent beer stands, and up to four (4) portable full-service bars. The Casper Events Center holds a full retail liquor license allowing for the sale of wine, beer and liquor. There is also a full service kitchen and equipment capable of servicing up to 2,000 banquet patrons.

**Contact:** Tim Hammerschmitt; (307) 235-8459; [timothy\\_hammerschmitt@comcastspectacor.com](mailto:timothy_hammerschmitt@comcastspectacor.com)  
Candie Buckallew; (307) 235-8451; [candie\\_buckallew@comcastspectacor.com](mailto:candie_buckallew@comcastspectacor.com)

## **SinclairTix Box Office:**

The SinclairTix Box Office at the Casper Events Center utilizes Paciolan Computerized Ticketing Software. Paciolan is an innovative box office and event management company, offering fully integrated ticketing and marketing solutions. The ticketing system provides standard and customized promoter reports, including ticket audits, settlement reports, and automated daily ticket counts. Additionally, Paciolan hosts the PACmail email marketing solution that assists in the distribution of targeted, personalized communications to customers to drive online ticket sales and strengthen customer relationships. Janam Scanners are utilized at the entrance doors allowing for real-time attendance numbers and live validation of tickets.

The Box Office has a total of seven (7) windows, of which four (4) are located outside, and three (3) are inside. In addition, a satellite box office with two (2) windows can be put into operation. Tickets can also be obtained by phone, by mail order, and online at [www.SinclairTix.com](http://www.SinclairTix.com) or [www.CasperEventsCenter.com](http://www.CasperEventsCenter.com). Tickets ordered by phone or online can be automatically fulfilled using our Print-At-Home service, mailed, or held in will-call and redeemed with a valid photo ID and presentation of the purchasing credit card.

**Box Office Hours of Business:** 11:30 a.m. to 5:00 p.m.; Monday through Friday

**Day of Show Hours:** 4 Hours prior to doors, until half time or intermission

**Payment Accepted at the Box Office:** Cash, Mastercard, Visa, and Discover and debit cards are acceptable forms of payment. A valid Photo ID must be presented with all credit card and check sales. All sales are final. No refunds or exchanges.

**Local and State Sales Tax:** 5%

**Ticket Count Contact:** Kristina Olson; (307) 235-8432; [kristina\\_olson@comcastspectacor.com](mailto:kristina_olson@comcastspectacor.com)



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