

# LETTER OF AUTHORISATION



If you're no longer able to attend an event at the Roundhouse and your tickets are being held at the venue, then you can use this letter to authorise collection by a third party on the day of the event.

Please note that this letter can only be used if the terms and conditions of the specific event do not prohibit collection by anyone other than the purchaser.

*As per our conditions of sale, tickets must not be sold for profit or commercial gain by any outlet other than the Roundhouse or one of its authorised agents.*

## **Purchaser Details:**

Cardholder's Full Name:

Billing Address:

Contact Telephone Number:

Email Address:

Last four digits of the card used to book:

## **Ticket Details:**

Order Number:

Event Name:

Event Date:

Number of tickets:

Details of tickets (row and seat or ticket ID):

Ticket Value:

## **Details of Person Collecting**

Full Name:

Contact Telephone Number:

Email Address:

Form of ID on collection:

## **Agreement/Authorisation**

By signing below I confirm that:

- I am the purchaser stated above and that all the information detailed is correct.
- I confirm that the person stated above is authorised to collect my tickets.
- I acknowledge that tickets sold for profit to a third party will be void under the terms and conditions of sale.

Purchaser's Signature (hand written only): \_\_\_\_\_

Date:

**To the Person Collecting; Please present this form (filled in, printed and signed) to the Box Office on the day of the event to collect the tickets that this letter entitles you to.**