

**TOWN OF CHESTER**  
**REQUEST FOR QUALIFICATIONS (RFQ)**  
**BOX OFFICE AND TICKET MANAGEMENT SERVICES**

Town of Chester  
1786 Kings Highway  
Chester, New York 10918  
(845) 469-7000

The Town of Chester, County of Orange, State of New York is accepting responses to this Request for Qualifications (“RFQ”) from Responders experienced in managing box office services and handling on-site ticket management, sales and handling services for events to be held at the Sugar Loaf Performing Arts Center (“SLPAC”).

Responders to this RFQ must be prepared to be the Town’s sole provider of box office services and on-site ticket management, sales and handling services at select events held at the SLPAC. Responders shall be expected to meet or exceed the minimum qualifications set forth in this RFQ. Qualified Responders must demonstrate experience in box office setup, management and on-site ticketing services at major public events.

The intent of this RFQ is to identify entities that are qualified and capable of providing these services for the Town of Chester. Services will be required to commence in December, 2019 and will continue for a period of five (5) years, with a possible additional five (5) year term.

All materials submitted shall become the property of the Town of Chester and will be subject to the New York State Freedom of Information Law contained in Article 6 of the New York State Public Officers’ Law. If any proprietary information is submitted with the qualifications, it must be clearly identified and a request to keep such information confidential must be submitted.

All responses to this RFQ shall be made in accordance with the documents on file with the Town Clerk related to this RFQ. Responders may obtain copies of the documents through the Town Clerk at the above address, Monday through Thursday during normal business hours. Responses to this RFQ shall be submitted only on the forms enclosed in the documents related this RFQ and any responses submitted on other forms shall be unacceptable. Only responses containing all of the required information shall be considered. The Town Board reserves the right to reject any and all proposals offered.

Linda Zappala, Town Clerk

October 24, 2019