**BOX OFFICE SETUP REQUEST**

**EVENT**

|  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Event Name: | | | Mad Pride Carnival | | | | | | | | | |
| Venue Name: | | | Pearson Park | | | | | | | | | |
| Venue Post Code: | | | HU5 2TQ | | | | | | | | | |
| Ticket On-Sale Date: | | | 10am on 04/09/17 | | | | | | | | | |
| No of Occurrences | | | 1 | | | | | | | | | |
| Intervals: | | | N/A | | | | | | | | | |
| Ticket Type: | | | Free Ticketed | | | | | | | | | |
| Layout *{Standing / Unreserved Seated / Reserved Seated}* | | | Standing | | | | | | | | | |
| Total Venue Capacity | | | N/A | | | | | | | | | |
| Ticket Types | | | FULL | £0.00 | | | CONCESSION | - | | SPECIAL | | - |
| Seat Capacity Target | | | N/A | | | | | | | | | |
| Commission Structure | | | Funded by Hull 2017, as part of the Creative Communities Programme | | | | | | | | | |
| Refunds | | | N/A | | | | | | | | | |
| Returns / Exchanges | | | N/A | | | | | | | | | |
| Access | Hearing Loop | Pre-performance notes | | | Level access | Accessible toilets | | | Baby changing facilities | Blue Badge parking | Strobe lighting | |
| NO | NO | | | YES | YES | | | YES | NO | NO | |
| Ticket limits per transaction | Public | Employees | | | Group | Access | | |  |  |  | |
| 6 | N/A | | | N/A | N/A | | |  |  |  | |

To be completed by Box Office Manager:

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Ticket Delivery Options | Digital |  | Postal |  | COBO |  |
| Booking URL |  | | | | | |
| Vanity URL |  | | | | | |
| Related Events |  | | | | | |
| Filter Categories |  | | | | | |

**INSTANCES**

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **PRICING STRUCTURE(S)** | FULL PRICE | CONC. | # TICKETS AVAILABLE FOR\* | | | | | |
| Public\*\* | Hull 2017 Comps | Partners | Employees | Community Groups | Access |
| OVERALL | | | 495 | 5 | - | - | - | - |
| BAND 1\*\*\* | N/A |  |  |  |  |  |  |  |

*\* Where ticket allocations are from the whole show, use ‘Overall’ rather than a Band.*

*\*\* Public equals total number of tickets minus the allocations to the right.*

*\*\*\* Insert rows below Band 1 if further bands are required (for reserved seating events), and speak to the Box Office Manager about seating plans.*

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| DATE(S)\* | Doors | Start | End | Band(s) | BSL | Audio described | SubT | SurT |
| 16.09.17 | 3pm | 3pm | 7pm | - | N | N | N/A | N/A |

*\* Insert more rows for dates where any of the details are different.*

**KEY STAKEHOLDERS**

|  |  |  |  |
| --- | --- | --- | --- |
| Organisation/Hull 2017 Dept | Name | Agreed? | Initials |
| Hull 2017 | Siana-Mae Heppell-Secker |  |  |
| Mad Pride | Lilly Williams |  |  |
|  | Ella Dorton |  |  |

**NOTES**

|  |
| --- |
| **Please can we make this available to the Hull 2017 website?**  *Official Copy:*  *The Parade will go from The old Stepney Station on Beverley Road to Pearson Park. If you would like to join the parade, please meet at the Station Building a little before 3pm.*  *Please contact us if you have accessibility requirements for joining the parade; either on madpridehull@gmail.com or 07908699536.* |