**BOX OFFICE SETUP REQUEST**

**EVENT**

|  |  |
| --- | --- |
| Event Name: | Mad Pride: Kindful Eating Workshop |
| Venue Name: | Inspired Cafe |
| Venue Post Code: | ? |
| Ticket On-Sale Date: | 05/09/2017 |
| No of Occurrences | 1 |
| Intervals: | N/A |
| Ticket Type: | Free Ticketed  |
| Layout*{Standing / Unreserved Seated / Reserved Seated}* | - |
| Total Venue Capacity | 15 |
| Ticket Types | FULL | £0.00 | CONCESSION |  | SPECIAL |  |
| Seat Capacity Target |  |
| Commission Structure | Funded by Hull 2017, as part of the Creative Communities Programme.  |
| Refunds | - |
| Returns / Exchanges | - |
| Access | Hearing Loop | Pre-performance notes | Level access | Accessible toilets | Baby changing facilities | Blue Badge parking | Strobe lighting |
| TBC | TBC | Y | TBC | TBC | TBC | TBC |
| Ticket limits per transaction | Public | Employees | Group | Access |  |  |  |
| 2 | 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 | 13 | 2 | - | - | - | - |
| 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 |
| 12.09.17 | ? | ? | ? | - | TBC | TBC | TBC | TBC |

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

**KEY STAKEHOLDERS**

|  |  |  |  |
| --- | --- | --- | --- |
| Organisation/Hull 2017 Dept | Name | Agreed? | Initials |
| Hull 2017 |  |  |  |

**NOTES**

|  |
| --- |
| Please can this be made available to the Hull 2017 website?*Official Copy/Info:* |