**BOX OFFICE SETUP REQUEST**

**EVENT**

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Event Name: | | | Sean O’Hagan & Friends: We Start Counting *as part of Mind on the Run: The Basil Kirchin Story* | | | | | |
| Venue Name: | | | Hull City Hall | | | | | |
| Venue Post Code: | | | HU1 3RQ | | | | | |
| Ticket On-Sale Date: | | | 22 Sept 2016 | | | | | |
| No of Occurrences | | | 1 | | | | | |
| Intervals: | | | 1 x interval(s) of 20 x minutes | | | | | |
| Ticket Type: | | | Paid | | | | | |
| Layout *{Standing / Unreserved Seated / Reserved Seated}* | | | Unreserved Seated | | | | | |
| Total Venue Capacity | | | 1200 | | | | | |
| Total Potential Income | | | [Public tickets + Partner tickets x Full price] + [50% Access @ Conc Price] | | | | | |
| Total Income Target | | | 9,000 GBP | | | | | |
| Seat Capacity Target | | | 600 | | | | | |
| Commission Structure | | | TBC | | | | | |
| Refunds | | | Not available | | | | | |
| Returns / Exchanges | | | Available if capacity allows for other similar ‘Mind on the Run: Basil Kirchin Story’ events in Hull City Hall main hall. | | | | | |
| Access | Hearing Loop | Pre-performance notes | | Level access | Accessible toilets | Baby changing facilities | Blue Badge parking | Strobe lighting |
| N | Y | | Y | Y | Y | Y | Y |
| Ticket limits per transaction | Public | Employees | | Group | Access |  |  |  |
| 9 | N/A | | 10+ | 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\*\* | Comps | Partners | Employees | Groups | Access |
| OVERALL | | | 950 | 150 | 100 | N/A | 50 | 50 |
| BAND 1\*\*\* | £18 | £12 | 900 | N/A | N/A | N/A | N/A | 40 |
| BAND 2\*\*\* | £75 | £50 | 50 | N/A | N/A | N/A | 0 | 10 |

*\* 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 |
| 17/02/17 | 18:30 | 19:00 | 22:00 | 2 | N | N | N | N |

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

**KEY STAKEHOLDERS**

|  |  |  |  |
| --- | --- | --- | --- |
| Organisation/Hull 2017 Dept | Name | Agreed? | Initials |
| Hull 2017 – Music | Sam Hunt |  |  |
| Serious Events Ltd | John Cumming |  |  |
| J-Night | David Porter |  |  |
| Hull 2017 – Digital / Box Office | David Watson |  |  |

**ADDITIONAL NOTES**

|  |
| --- |
|  |

**COMPS**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Artists & Guests |  | Executive & Corporate |  | Media |  | Other |  |

Submitted by Martel Ollerenshaw

Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date 12 September 2016