**BOX OFFICE SETUP REQUEST**

**EVENT**

|  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Event Name: | | | Multicultural Festival | | | | | | | | | |
| Venue Name: | | | Hymers College | | | | | | | | | |
| Venue Post Code: | | | HU3 1LW | | | | | | | | | |
| Ticket On-Sale Date: | | | 19th June 2017 at 10am | | | | | | | | | |
| No of Occurrences | | | 1 | | | | | | | | | |
| Intervals: | | | N/A | | | | | | | | | |
| Ticket Type: | | | Paid Ticketed | | | | | | | | | |
| Layout *{Standing / Unreserved Seated / Reserved Seated}* | | | Standing | | | | | | | | | |
| Total Venue Capacity | | | 3000 | | | | | | | | | |
| Ticket Types | | | FULL | **£1.00** | | | CONCESSION | - | | SPECIAL | | - |
| Seat Capacity Target | | | - | | | | | | | | | |
| 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 | |
| **TBC** | **TBC** | | | **TBC** | **TBC** | | | **TBC** | **TBC** | **TBC** | |
| 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\*\* | Hymers Comps | HANA Comps | Hull 2017 Comps | Hymers B/O | Access |
| OVERALL | | | 1970 | 100 | 100 | 30 | 800 | - |
| 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 |
| 29/07/17 | **?** | **?** | **?** | **0** | **N** | **N** | **N** | **N** |

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

**KEY STAKEHOLDERS**

|  |  |  |
| --- | --- | --- |
| Organisation/Hull 2017 Dept | Name | Agreed? |
| Hull 2017 | Siana-Mae Heppell-Secker | Y |
| Hymers College | Holly Beaumont |  |
| **HANA** | **?** |  |

**NOTES**

|  |
| --- |
| **Overall Capacity: 3000**  **Tickets sold via HBO: 1970**  **Tickets sold at school: 800**  **Hymers College Comps: 100**  **HANA Comps: 100**  **Hull 2017 Comps: 30**  **\*Please can this be pulled through to the Hull 2017 website.**  Official Copy:  *Humber All Nations Alliance (HANA) will be working in partnership with Hymers College and Rooted in Hull to deliver a Multicultural Festival on  Saturday 29 July 2017 at Hymers College.*  *This event will be a joyful celebration of the city’s cultural diversity, giving all ethnic communities living in Hull and its region the opportunity to showcase their customs and traditions through food, dance, fashion, music and crafts.*  *The festival will bring together the diverse communities from across the city in a celebration of music, dance, film, poetry, drama, food and fashion.*  *£1 admission. Children free if accompanied by an adult.* |