**BOX OFFICE SETUP REQUEST**

**EVENT**

|  |  |
| --- | --- |
| Event Name: | Emily Hall: Witchsong |
| Venue Name: | Hull City Hall - Mortimer Suite |
| Venue Post Code: | HU1 3RQ |
| Ticket On-Sale Date: | 28 Feb 2017 |
| No of Occurrences | 1 |
| Intervals: | 0 |
| Ticket Type: | Printed and Scanned |
| Layout*{Standing / Unreserved Seated / Reserved Seated}* | Unreserved Seating |
| Total Venue Capacity | Total capacity 300. 50 on sale initially, plus comps.**18 May: 160 on sale****Leave Comps as is.195 tickets available in total.** |
| Ticket Types | FULL | FREE | CONCESSION |  | SPECIAL |  |
| Seat Capacity Target | 100% |
| Commission Structure |  |
| Refunds | NA |
| Returns / Exchanges | NA |
| Access | Hearing Loop | Pre-performance notes | Level access | Accessible toilets | Baby changing facilities | Blue Badge parking | Strobe lighting |
| Y | Y | Y | Y | Y | Y | N |
| Ticket limits per transaction | Public | Employees | Group | Access |  |  |  |
| 4 | 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\*\* | Comps | Partners | Employees | Community Groups | Access |
| OVERALL |  |  |  |  |  |  |
| 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 |
| Saturday 1 July | 14:45 | 15:15 | 16:00 | 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? | Initials |
| Hull 2017 |  |  |  |
| PRS Foundation |  |  |  |
| BBC Radio 3 |  |  |  |
| Paul Hamlyn Foundation |  |  |  |
| Southbank Centre |  |  |  |
| Sound and Music |  |  |  |
| Oxford Contemporary Music |  |  |  |

**NOTES**

|  |
| --- |
|  |

**COMPS**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Artists & Guests | 25 | Executive & Corporate | 5 | Media | 5 | Other |  |