**BOX OFFICE SETUP REQUEST**

**EVENT**

|  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Event Name: | | | Carnival of Colours | | | | | | | | | |
| Venue Name: | | | Zebedees Yard | | | | | | | | | |
| Venue Post Code: | | | HU1 2JN | | | | | | | | | |
| Ticket On-Sale Date: | | | 30.04.2017 | | | | | | | | | |
| No of Occurrences | | | 1 | | | | | | | | | |
| Intervals: | | | N/A | | | | | | | | | |
| Ticket Type: | | | Paid Ticketed | | | | | | | | | |
| Layout *{Standing / Unreserved Seated / Reserved Seated}* | | | Standing | | | | | | | | | |
| Total Venue Capacity | | | 2000 (499) | | | | | | | | | |
| Ticket Types | | | FULL | Y | | | CONCESSION | Y | | SPECIAL | | N/A |
| Seat Capacity Target | | |  | | | | | | | | | |
| Commission Structure | | | Funded by Hull 2017, as part of the Creative Communities Programme | | | | | | | | | |
| Refunds | | | N | | | | | | | | | |
| Returns / Exchanges | | | N/A | | | | | | | | | |
| Access | Hearing Loop | Pre-performance notes | | | Level access | Accessible toilets | | | Baby changing facilities | Blue Badge parking | Strobe lighting | |
| N | N | | | Y | N | | | N | Y | N | |
| 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\*\* | Comps | Hull 2017 Comps | Employees | Community Groups | Access |
| OVERALL | | |  |  |  |  |  |  |
| BAND 1\*\*\* | £3 | £2 (Under 16’s) | 300 | 150 | 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 |
| 29May 17 | 12pm | 12pm | 5pm | 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 and East Riding Cultural Hindu Association | Hiten Thaker |  |  |
| Hull 2017 | Cheryl Oakshott | Y |  |
|  | Siana-Mae Heppell-Secker | Y |  |

**NOTES**

|  |
| --- |
| Notes:  300 on sale via HBO.  **Please make this site available to Hull 2017 Box Office/Website.**  Contact at HERCHA is Hiten Thaker (hitenthaker9@gmail.com)  Official Copy:  *The Carnival of colours will be a unique event in Hull. It signifies the official commencement of spring and is celebrated with much gusto. In India, friends and families get together and “throw” colours on each other, sing and dance to melodious music and partake in the most festive of traditional feasts. We plan to bring this most colourful of Festivals to Hull by gathering in Zeebedees yard and “playing holi”. We have invited local, regional and national musicians and artistes to perform on the day. We have arranged catering from caterers who specialise in cuisine from different states in India****.*** *This will be an event that Hull will remember for a long time to come.* |