**BOX OFFICE SETUP REQUEST**

**EVENT**

|  |  |
| --- | --- |
| Event Name: | The Pigeon Detectives (Back To Ours Festival West - Feb 2017) |
| Venue Name: | The Freedom Centre |
| Venue Post Code: | HU9 3QB |
| Ticket On-Sale Date: | 50% on sale: 13/12/201650% on sale: 18/01/2016 (TBC) |
| No of Occurrences | 1 |
| Intervals: | 30 minute interval between support act and headline act |
| Copy | Ahead of the release of their new album, platinum-selling Leeds Indie band The Pigeon Detectives are coming to a venue near you where they will perform exclusive material from their fifth album 'Broken Glances'. Friends since school, the band, which formed in 2002, enjoyed a meteoric rise in the UK music scene. Signed to local Leeds label Dance to the radio, their first record 'Wait for Me' went on to sell over half a million records, charting at number 3 in the UK album chart.**Ages:** 14yrs+**Doors open:** 7.30pm**Support act:** 7.45pm – 8.15pm**Headline act:** 8.45pm – 10pm |
| Ticket Type: | Paid ticketed |
| Layout*{ Standing / Unreserved SeatedReserved Seated }* | Unreserved Standing |
| Total Venue Capacity | 300 (500 inc. locks) |
| Ticket Types | FULL | £7.50 | CONCESSION | N/A | SPECIAL | N/A |
| Total Potential Income | **£2250** |
| Total Income Target | £1687.50 |
| Seat Capacity Target | 225 (75%) |
| Commission Structure | N/A |
| Refunds | No |
| Returns / Exchanges | No |
| Access | Hearing Loop | Pre-performance notes | Level access | Accessible toilets | Baby changing facilities | Blue Badge parking | Strobe lighting |
| N | N | Y | Y | ?? | Y | N |
| Ticket limits per transaction | Public | Employees | Group |  |  |  |
| 6 | 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 | 300+200 Extra Capacity | 10 | N/A | N/A | N/A | 4 |
| Band 1\*\*\* | £7.50 | N/A | 286 | N/A | N/A | N/A | N/A | 4 |

*On-Sale One: 143
On-Sale Two: 143*

*\* 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 |
| 25/02/2016 | 19:30 | 19:45 | 22:00 | N/A | N | N | N | N |

**KEY STAKEHOLDERS**

|  |  |  |  |
| --- | --- | --- | --- |
| Organisation/Hull 2017 Dept | Name | Agreed? | Initials |
| Hull 2017 – Programming | Henri Duckworth |  |  |
| Hull 2017 – Programming | Louise Yates |  |  |
| Hull 2017 – MC&L | Thomas Freeth |  |  |
| Hull 2017 – Digital | David Watson |  |  |

**ADDITIONAL NOTES**

|  |
| --- |
| **50% on sale: 13/12/2016** of which: 25% on sale through remote box office & 25% on sale online.**50% on sale: 18/01/2016 (TBC)**of which: 25% on sale through remote box office & 25% on sale online. |

**COMPS**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Artists & Guests | 4 | Technical & Production | 0 | Executive & Corporate | 6 | Media | 0 |
| Members | 0 |  |  |  |  |  |  |

Submitted by

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

Date