**BOX OFFICE SETUP REQUEST**

**EVENT**

|  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Event Name: | | | The Pop-up Playhouse- Hansel and Gretel | | | | | | | | | |
| Venue Name: | | | Taboo Youth Intuitive | | | | | | | | | |
| Venue Post Code: | | | HU8 8TD | | | | | | | | | |
| Ticket On-Sale Date: | | | 22nd May 2017 | | | | | | | | | |
| No of Occurrences | | | 22 | | | | | | | | | |
| Intervals: | | | N/A | | | | | | | | | |
| Ticket Type: | | | Free Ticketed | | | | | | | | | |
| Layout *{Standing / Unreserved Seated / Reserved Seated}* | | | Standing | | | | | | | | | |
| Total Venue Capacity | | | 20 (480 entire run) | | | | | | | | | |
| Ticket Types | | | FULL | £0 | | | CONCESSION | - | | SPECIAL | | - |
| Seat Capacity Target | | | 15 (90%) | | | | | | | | | |
| 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 | |
| No | On Request | | | Yes | Yes | | | TBC | No | no | |
| Ticket limits per transaction | Public | Employees | | | Group | Access | | |  |  |  | |
| 4 | N/A | | | N/A | 4 | | |  |  |  | |

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 (School Employees) | Hull 2017 (COMPS) | Employees | Community Groups | Access |
| OVERALL | | | 400 | N/A | 20 | N/A | 20 | N/A |
| 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 |
| 22/06/17 | 3:30pm | 4pm | 4.30pm | N/A | N | N | N | N |
| 22/06/17 | 5.30pm | 6pm | 6.30pm | N/A | N | N | N | N |
| 24/06/17 | 3.30PM | 4pm | 4.30pm | N/A | N | N | N | N |
| 24/06/17 | 5.30pm | 6pm | 6.30pm | N/A | N | N | N | N |
| 25/06/17 | 3:30pm | 4pm | 4.30pm | N/A | N | N | N | N |
| 25/06/17 | 5.30pm | 6pm | 6.30pm | N/A | N | N | N | N |
| 26/06/17 | 3:30pm | 4pm | 4.30pm | N/A | N | N | N | N |
| 26/06/17 | 5.30pm | 6pm | 6.30pm | N/A | N | N | N | N |
| 27/06/17 | 3:30pm | 4pm | 4.30pm | N/A | N | N | N | N |
| 27/06/17 | 5.30pm | 6pm | 6.30pm | N/A | N | N | N | N |
| 28/06/17 | 3:30pm | 4pm | 4.30pm | N/A | N | N | N | N |
| 28/06/17 | 5.30pm | 6pm | 6.30pm | N/A | N | N | N | N |
| 29/06/17 | 3:30pm | 4pm | 4.30pm | N/A | N | N | N | N |
| 29/06/17 | 5.30pm | 6pm | 6.30pm | N/A | N | N | N | N |
| 30/06/17 | 3:30pm | 4pm | 4.30pm | N/A | N | N | N | N |
| 30/06/17 | 5.30pm | 6pm | 6.30pm | N/A | N | N | N | N |
| 01/07/17 | 3:30pm | 4pm | 4.30pm | N/A | N | N | N | N |
| 01/07/17 | 5.30pm | 6pm | 6.30pm | N/A | N | N | N | N |
| 02/07/17 | 3:30pm | 4pm | 4.30pm | N/A | N | N | N | N |
| 02/07/17 | 5.30pm | 6pm | 6.30pm | N/A | N | N | N | N |
| 03/07/17 | 3:30pm | 4pm | 4.30pm | N/A | N | N | N | N |
| 03/07/17 | 5.30pm | 6pm | 6.30pm | N/A | 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 | Cheryl Oakshott | Y | CO |
| No Twaddle Theatre | Matilda Harper (Director) | Y |  |

**NOTES**

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| --- |
| **Overall Capacity – 20 Per Performance**  Going on-sale via HBO: 400  20 complimentary tickets to Hull 2017  20 complimentary tickets to Community Groups  40 tickets held by NT for the BSL Signed Performances 23rd June (4pm/6pm)  Your contact at No Twaddle Theatre is Tilly Harper - [Matildaharper@hotmail.com](mailto:Matildaharper@hotmail.com)  **Please make this available to the Hull 2017 Box Office/Website**  **Official Copy:**  *A trip to the shops is set to get a whole lot more interesting, as No Twaddle bring pop-up theatre to an unexpected space on Holderness Road.*  *A shop unit will be transformed into a playhouse for this unique rub of performances, re-imagined, interactive version of Hansel and Gretel - now set in Hull. Audience members can cast their votes - both in person and through social media - to create twists and turns in the classic fable, and get to be part of the story as it plays out in this unusual new venue.*  *There are BSL Signed performances on 23rd June 2017 – if you would like to book for either of these please contact* [*matildaharper@hotmail.com*](mailto:matildaharper@hotmail.com)*.* |