**BOX OFFICE SETUP REQUEST**

**EVENT**

|  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Event Name: | | | WOW Hull: Kiki’s Delivery Service | | | | | | | | | |
| Venue Name: | | | Screen 4, Vue Hull | | | | | | | | | |
| Venue Post Code: | | | HU1 2PQ | | | | | | | | | |
| Ticket On-Sale Date: | | | 11.02.2017 | | | | | | | | | |
| No of Occurrences | | | 1 | | | | | | | | | |
| Intervals: | | | N/A | | | | | | | | | |
| Ticket Type: | | |  | | | | | | | | | |
| Layout *{Standing / Unreserved Seated / Reserved Seated}* | | | Unreserved Seating | | | | | | | | | |
| Total Venue Capacity | | | 110 (40 on-sale now, 60 held back for WOW Wristband Holders) | | | | | | | | | |
| Ticket Types | | | FULL | £5 | | | CONCESSION |  | | SPECIAL | |  |
| Seat Capacity Target | | | 100 | | | | | | | | | |
| Commission Structure | | | Hull 2017 Production | | | | | | | | | |
| 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 | | | Y | Y | | | Y | 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\*\* | Comps | Partners | Employees | Community Groups | Access |
| OVERALL | | | 100 | 10 |  |  |  |  |
| Full Price | £5 |  | 40 |  |  |  |  |  |
| WOW Wristbands | £0 |  | 60 |  |  |  |  |  |

*\* 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 |
| 12.03.17 | 10.30am | 11am | 12.45pm | 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 | Henri Duckworth | Y |  |
| Film Hub North | Anna Plant | Y |  |
| The Showroom Workstation | Joan Parsons | Y |  |

**NOTES**

|  |
| --- |
| Certificate: U  COPY:  Kiki is a thirteen-year-old girl must leave home in order to train as a witch. She ends up in an unfamiliar town and accepts a job delivery goods by broomstick. She quickly learns that witches are not tolerated and that she must hide her gifts from others. She then discovers that she can no longer control her broom or talk to her cat. What will Kiki do to get her powers back?  Supported British Film Institute. |

**COMPS**

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