**BOX OFFICE SETUP REQUEST**

**EVENT**

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Event Name: | | | Tipping Point (Back To Ours Festival West – May/June 2017) | | | | | | | | | | | | | |
| Venue Name: | | | Sirius Academy West | | | | | | | | | | | | | |
| Venue Post Code: | | | HU4 7JB | | | | | | | | | | | | | |
| Ticket On-Sale Date: | | | 26/04/2017 | | | | | | | | | | | | | |
| No of Occurrences | | | 1 | | | | | | | | | | | | | |
| Intervals: | | | No | | | | | | | | | | | | | |
| Copy: | | | Ockham’s Razor  **TIPPING POINT**  Ages 6+  £2.50 CHILD / £7.50 ADULT  Enter the circus ring and be prepared to be left amazed by Ockham’s Razor in this mesmerising show that combines circus acrobatics with playground antics and trust games.  Combining circus and visual theatre to create stories in the air, Tipping Point pushes performers to their limits as giant poles are turned into a variety of acrobatic devices, from swings to seesaws.  Watch in awe as the action veers from catastrophe to mastery. What do they dare and who can they trust? | | | | | | | | | | | | | |
| Age Suitability: | | | 6yrs+ | | | | | | | | | | | | | |
| Ticket Type: | | | Paid ticketed | | | | | | | | | | | | | |
| Layout *{ Standing / Unreserved Seated Reserved Seated }* | | | Unreserved Seated | | | | | | | | | | | | | |
| Total Venue Capacity | | | 200 | | | | | | | | | | | | | |
| Ticket Types | | | FULL | £7.50 | | | CONCESSION | | £2.50 | | | SPECIAL | | | N/A | |
| Total Potential Income | | | **£4500** | | | | | | | | | | | | | |
| Total Income Target | | | £2310 (60/40 in favour of conc) | | | | | | | | | | | | | |
| Seat Capacity Target | | | 140 (70%) | | | | | | | | | | | | | |
| 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 | | | | N | | | 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 | | | 200 | 12 | 0 | 0 | 0 | 4 |
| Band 1\*\*\* | £7.50 | £2.50 | 184 |  |  |  |  |  |

*\* 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)\* | Venue Doors | Start | End | Band(s) | BSL | Audio described | SubT | Relaxed |
| 03/06/2017 | 13:30 | 14:00 | 15:00 | N/A | N | N | N | N |
| 03/06/2017 | 19:00 | 19:30 | 20:30 | N/A | N | N | N | N |
| 04/06/2017 | 13:30 | 14:00 | 15:00 | 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**

|  |
| --- |
| Please build on 500 seat plan with additional seats held off sale. |

**COMPS**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Artists & Guests | 4 | Technical & Production | 0 | Executive & Corporate | 8 | Media | 0 |
| Members | 0 |  |  |  |  |  |  |

Submitted by

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

Date