**BOX OFFICE SETUP REQUEST**

**EVENT**

|  |  |
| --- | --- |
| Event Name: | Substance Live: The Future of the North |
| Venue Name: | Hull City Hall |
| Venue Post Code: |  |
| Ticket On-Sale Date: | Monday 16 October |
| No of Occurrences | 1 |
| Intervals: | Breaks between acts |
| Copy: | **Sent separately** |
| Age Suitability: | 16 plus |
| Ticket Type: | ETICKET |
| Layout*{ Standing / Unreserved SeatedReserved Seated }* | Standing, downstairs only. |
| Total Venue Capacity | 1000 (tbc once drawings are complete) |
| Ticket Types | FULL | 12 | CONCESSION | 10 | SPECIAL |  |
| Total Potential Income | **10000** |
| Total Income Target | 7980 |
| Seat Capacity Target | 700 |
| Commission Structure | Fees |
| Refunds | NA |
| Returns / Exchanges | Only when sold out |
| Access | Hearing Loop | Pre-performance notes | Level access | Accessible toilets | Baby changing facilities | Blue Badge parking | Strobe lighting |
| Y | N | Y | Y | Y | Y | Y |
| Ticket limits per transaction | Public | Employees | Group |  |  |  |
| 10 | 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 | 760 | 100 | 50 | 20 | 50 | 20 |
| Band 1\*\*\* | £0 | £0 |  |  |  |  |  |  |

*\* 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 |
| 09/12/2017 | 14:30 | 15:00 | 22:30 |  | N | N | N | N |

**KEY STAKEHOLDERS**

|  |  |  |  |
| --- | --- | --- | --- |
| Organisation/Hull 2017 Dept | Name | Agreed? | Initials |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

**ADDITIONAL NOTES**

|  |
| --- |
|  |

**COMPS**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Artists & Guests | 70 | Technical & Production | 0 | Executive & Corporate | 10 | Media | 20 |
| Members | 0 |  |  |  |  |  |  |

Submitted by

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

Date