**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 Seated Reserved 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