**BOX OFFICE SETUP REQUEST**

**EVENT**

|  |  |
| --- | --- |
| Event Name: | 1940’s - Now |
| Venue Name: | Hessle Road Network, Young Peoples Centre. |
| Venue Post Code: | HU3 3LA |
| Ticket On-Sale Date: | Friday 24th February |
| No of Occurrences | 1 |
| Intervals: | N/A |
| Ticket Type: | Free Ticketed  |
| Layout*{ Standing / Unreserved SeatedReserved Seated }* | Unreserved Seated |
| Total Venue Capacity | 210 |
| Ticket Types | FULL | N/A | CONCESSION | N/A | SPECIAL | N/A |
| Total Potential Income | **-** |
| Total Income Target | - |
| Seat Capacity Target | - |
| Commission Structure | - |
| 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 |
| N | N | N | N | N | N | N |
| Ticket limits per transaction | Public | Employees | Group |  |  |  |
| 6-8 | 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 |  |  |  |  |  |  |
| Band 1\*\*\* | £0 | £0 | 100 | 110 |  |  |  |  |

*\* 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 |
| 24/2/17 | 6:30pm | 7pm | 8:30pm | N/A | N | N | N | N |

*\*Insert more rows for dates where any of the details are different.*

**KEY STAKEHOLDERS**

|  |  |  |  |
| --- | --- | --- | --- |
|  | Name | Agreed? | Initials |
| Claire Drury | Hull 2017 | Y  |  |
| Gemma Baker | Hessle Road Network  | Y  |  |
|  |  |  |  |

**NOTES**

|  |
| --- |
| Please note only 100 tickets are to go on-sale – the other 110 are COMPS. Please make sure that Hull 2017’s Box Office have access to this, so that it is able to pull through to our website.  |

**COMPS**

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

Submitted by Siana-Mae Heppell-Secker/Gemma Baker (HRN)

Date 2/2/17