**BOX OFFICE SETUP REQUEST**

**EVENT**

|  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Event Name: | | | DEPART | | | | | | | | | |
| Venue Name: | | | General Cemetery | | | | | | | | | |
| Venue Post Code: | | | HU5 | | | | | | | | | |
| Ticket On-Sale Date: | | | 15th February | | | | | | | | | |
| No of Occurrences | | | 4 | | | | | | | | | |
| Intervals: | | | 0 | | | | | | | | | |
| Ticket Type: | | |  | | | | | | | | | |
| Layout *{Standing / Unreserved Seated / Reserved Seated}* | | | Standing | | | | | | | | | |
| Total Venue Capacity | | | 250 | | | | | | | | | |
| Ticket Types | | | FULL | £12 | | | CONCESSION | £9 | | SPECIAL | | TBC |
| Seat Capacity Target | | | 0 | | | | | | | | | |
| Commission Structure | | | Depart is co-commissioned by LIFT, the National Centre of Circus Arts, Spitalfields Music, Hull UK City of Culture 2017, LeftCoast and Brighton Festival. Supported by Arts Council England | | | | | | | | | |
| Refunds | | | Only in the event of cancellation of a performance | | | | | | | | | |
| Returns / Exchanges | | | No | | | | | | | | | |
| Access | Hearing Loop | Pre-performance notes | | | Level access | Accessible toilets | | | Baby changing facilities | Blue Badge parking | Strobe lighting | |
| N | TBC | | | TBC | Y | | | N | TBC | Y | |
| Ticket limits per transaction | Public | Employees | | | Group | Access | | |  |  |  | |
| 6 | N/A | | | 10 | 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 | | | 800 | 100 | 0 | 0 | 100 | 0 |
| BAND 1\*\*\* |  |  |  |  |  |  |  |  |

*\* 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 |
| 18/05/17 | 21:00 | 21:15 | 22:15 | 0 | N | N | N | N |
| 19/05/17 | 21:00 | 21:15 | 22:15 |  |  |  |  |  |
| 20/05/17 | 21:00 | 21:15 | 22:15 |  |  |  |  |  |
| 21/05/17 | 21:00 | 21:15 | 22:15 |  |  |  |  |  |

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

**KEY STAKEHOLDERS**

|  |  |  |  |
| --- | --- | --- | --- |
| Organisation/Hull 2017 Dept | Name | Agreed? | Initials |
| Hull 2017 Exec Producer | Katy Fuller |  | KF |
| Hull 2017 Producer | Cian Smyth |  | CS |
| LIFT | Mark Ball |  | MB |
| LIFT | Sally Cowling |  | SC |
| Spitalfields Festival of Music | Bea Hanky |  | BH |
| NCCA | Daisy Drury |  | DD |

**NOTES**

|  |
| --- |
| Accessibility items to be discussed and agreed. Updated in due course.  20% of tickets are to be held back for audience not engaged in the arts. I have held these under community groups above.  NOTE: All ticket income net of charges is to be returned to LIFT |

**COMPS (per night)**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Artists & Guests | 10 | Executive & Corporate | 10 | Media | 5 | Other |  |