**BOX OFFICE SETUP REQUEST**

**EVENT**

|  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Event Name: | | | UK Celebration of World Refugee Day | | | | | | | | | |
| Venue Name: | | | Holy Trinity Church | | | | | | | | | |
| Venue Post Code: | | | HU1 2JJ | | | | | | | | | |
| Ticket On-Sale Date: | | | 22nd May 2017 at 10am | | | | | | | | | |
| No of Occurrences | | | 1 | | | | | | | | | |
| Intervals: | | | N/A | | | | | | | | | |
| Ticket Type: | | | Free Ticketed | | | | | | | | | |
| Layout *{Standing / Unreserved Seated / Reserved Seated}* | | | Unreserved Seating | | | | | | | | | |
| Total Venue Capacity | | | 600 | | | | | | | | | |
| Ticket Types | | | FULL | £0.00 | | | CONCESSION | N/A | | SPECIAL | | N/A |
| Seat Capacity Target | | | 540 (90%) | | | | | | | | | |
| Commission Structure | | | Funded by Hull 2017, as part of the Creative Communities Programme | | | | | | | | | |
| 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/A | N | | | Y | TBC | | | TBC | TBC | TBC | |
| Ticket limits per transaction | Public | Employees | | | Group | Access | | |  |  |  | |
| 6 | N/A | | | 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 | Hull 2017 Comps | Employees | Community Groups | Access |
| OVERALL | | | 480 | 100 | 20 | n/a | n/a | n/a |
| BAND 1\*\*\* | N/A |  |  |  |  |  |  |  |

*\* 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 |
| 20th June | 11am | 11am | 5pm | 0 | N | N | N | N |

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

**KEY STAKEHOLDERS**

|  |  |  |  |
| --- | --- | --- | --- |
| Organisation/Hull 2017 Dept | Name | Agreed? | Initials |
| Hull 2017 | Cheryl Oakshott |  | CO |
| Hull – City of Sanctuary | Jayne Mercer |  |  |

**NOTES**

|  |
| --- |
| Official Copy:  ***Tuesday 20 June 2017: A celebration of World Refugee Day, Holy Trinity Church.***  *The national celebration of World Refugee Day will include speakers, live streaming to international locations, music and cultural displays and arts projects displayed from a range of national refugee communities.*  *Refugee Week remembers the 65 million people forced to flee persecution and leave their homes, seeking sanctuary in other countries, some have found Hull a place of peace to rebuild and develop new roots.* |