**BOX OFFICE SETUP REQUEST**

**EVENT**

|  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Event Name: | | | Worlds Within Worlds: A Reel-to-Real Experience with Steve Cobby & Guests, *as part of Mind on the Run: The Basil Kirchin Story* | | | | | | | | | |
| Venue Name: | | | Hull City Hall, Mortimer Suite | | | | | | | | | |
| Venue Post Code: | | | HU1 3RQ | | | | | | | | | |
| Ticket On-Sale Date: | | | 16 Nov 2016 (TBC) | | | | | | | | | |
| No of Occurrences | | | 1 | | | | | | | | | |
| Intervals: | | | Nil | | | | | | | | | |
| Ticket Type: | | | Paid | | | | | | | | | |
| Layout *{Standing / Unreserved Seated / Reserved Seated}* | | | Unreserved Seated | | | | | | | | | |
| Total Venue Capacity | | | 200 | | | | | | | | | |
| Ticket Types | | | FULL | £10 | | | CONCESSION | £6 | | SPECIAL | | Weekender Pass |
| Total Potential Income | | | [Public tickets + Partner tickets x Full price] + [50% Access @ Conc Price] | | | | | | | | | |
| Total Income Target | | | 960 GBP | | | | | | | | | |
| Seat Capacity Target | | | 200 | | | | | | | | | |
| Commission Structure | | | TBC | | | | | | | | | |
| Refunds | | | Not available | | | | | | | | | |
| Returns / Exchanges | | | Available if capacity allows for other similar ‘Mind on the Run: Basil Kirchin Story’ events in Hull City Hall main hall. | | | | | | | | | |
| Access | Hearing Loop | Pre-performance notes | | | Level access | Accessible toilets | | | Baby changing facilities | Blue Badge parking | Strobe lighting | |
| N | Y | | | Y | Y | | | Y | Y | Y | |
| Ticket limits per transaction | Public | Employees | | | Group | Access | | |  |  |  | |
| 9 | N/A | | | 10+ | N/A | | |  |  |  | |

To be completed by Box Office Manager:

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Ticket Delivery Options | Digital | **x** | Postal | **x** | 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 | | | 120 | 10 | 10 | N/A | 5 | 5 |
| BAND 1\*\*\* | £10 | £6 | 120 | N/A | N/A | N/A | N/A | ? |
| BAND 2\*\*\* | £75 | £50 | 50 | N/A | N/A | N/A | 0 | 10 |

*\* 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 |
| 18/02/17 | 14:00 | 14:30 | 18:00 | 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 – Music | Sam Hunt |  |  |
| Serious Events Ltd | John Cumming |  |  |
| J-Night | David Porter |  |  |
| Hull 2017 – Digital / Box Office | David Watson |  |  |

**ADDITIONAL NOTES**

|  |
| --- |
| **WORLDS WITHIN WORLDS:**  **A REEL-TO-REAL EXPERIENCE WITH STEVE COBBY**  Saturday 18 February | 2.30-6pm  Hull City Hall, Mortimer Suite  Basil Kirchin’s sound world becomes the soundtrack for an extended exploration of the interaction between the power of the sonic landscape and acoustic music, as live musicians extend the limits of what is possible, and respond in real time to the sounds from the reel-to-reel tapes that form part of Kirchin’s lasting legacy.  Hosted by Hull’s own DJ luminary Steve Cobby, the line up features collaborations with some of the UK’s most creative improvisers, including those who worked with Basil and those who admire his creative output.  An electro-acoustic interlude will be provided by David Toop - the respected author, musician and former Flying Lizard. |

**COMPS**

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

Submitted by Martel Ollerenshaw

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

Date 4 November 2016