**BOX OFFICE SETUP REQUEST**

**EVENT**

|  |  |
| --- | --- |
| Event Name: | Park Life  |
| Venue Name: | Pickering Park  |
| Venue Post Code: | HU4 7AB  |
| Ticket On-Sale Date: | 10am on 19th June 2017  |
| No of Occurrences | 9 (3 shows per night) |
| Intervals: | N/A |
| Ticket Type: | Free Ticketed |
| Layout*{Standing / Unreserved Seated / Reserved Seated}* | Standing – Promenade Performance  |
| Total Venue Capacity | 540 (60 per show/180 per night)  |
| Ticket Types | FULL | £0.00 | CONCESSION | - | SPECIAL | - |
| Seat Capacity Target | N/A |
| 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 | TBC | TBC | TBC | TBC | TBC | No |
| Ticket limits per transaction | Public | Employees | Group | Access |  |  |  |
| 5 | 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 | 520 | 0 | 20 |  |  |  |
| 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)\* | Show | Doors | Start | End | Band(s) | BSL | Audio described | SubT | SurT |
| 12/07/17 | A | 5.30pm | 5.30pm | 6.10pm | 0 | Y | N | N | N |
| 12/07/17 | B | 6.30pm | 6.30pm | 7.10pm | 0 | Y | N | N | N |
| 12/07/17 | C | 7.30pm | 7.30pm | 8.10pm | 0 | Y | N | N | N |
|  |  |  |  |  |  |  |  |  |  |
| 13/07/17 | A | 5.30pm | 5.30pm | 6.10pm | 0 | Y | N | N | N |
| 13/07/17 | B | 6.30pm | 6.30pm | 7.10pm | 0 | Y | N | N | N |
| 13/07/17 | C | 7.30pm | 7.30pm | 8.10pm | 0 | Y | N | N | N |
|  |  |  |  |  |  |  |  |  |  |
| 14/07/17 | A | 5.30pm | 5.30pm | 6.10pm | 0 | Y | N | N | N |
| 14/07/17 | B | 6.30pm | 6.30pm | 7.10pm | 0 | Y | N | N | N |
| 14/07/17 | C | 7.30pm | 7.30pm | 8.10pm | 0 | Y | N | N | N |

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

**KEY STAKEHOLDERS**

|  |  |  |
| --- | --- | --- |
| Organisation/Hull 2017 Dept | Name | Agreed? |
| Hull 2017 | Siana-Mae Heppell-Secker | Y  |
| Sirius Academy West | Julia Quillin | Y  |

**NOTES**

|  |
| --- |
| Overall Capacity: 540 On Sale via HBO: 520Hull 2017 Complimentary Tickets: 20 Across the run 12/07/17 – Show A: 58 on sale12/07/17 – Show B: 58 on sale12/07/17 – Show C: 58 on sale13/07/17 – Show A: 58 on sale13/07/17 – Show B: 58 on sale13/07/17 – Show C: 58 on sale14/07/17 – Show A: 58 on sale14/07/17 – Show B: 58 on sale14/07/17 – Show C: 56 on saleThese tickets need to be made available on the Hull 2017 website. Official Copy:*Students from Sirius Academy West have collaborated with theatre makers Silent Uproar and local writer Lydia Marchant to create a vibrant new play to be staged at various locations within Pickering Park. This devised promenade performance will take audiences on a journey through the park and through the lives of group of young dynamic characters.* *In Park Life, young people are given a creative voice and the freedom to reveal their own park lives. Pickering Park provides a living backdrop for this light-hearted drama as the characters convene there to find love, to fight, to make memories and to escape from the confines of the world outside the park.*   |