**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: 520  Hull 2017 Complimentary Tickets: 20 Across the run  12/07/17 – Show A: 58 on sale  12/07/17 – Show B: 58 on sale  12/07/17 – Show C: 58 on sale  13/07/17 – Show A: 58 on sale  13/07/17 – Show B: 58 on sale  13/07/17 – Show C: 58 on sale  14/07/17 – Show A: 58 on sale  14/07/17 – Show B: 58 on sale  14/07/17 – Show C: 56 on sale  These 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.* |