BOX OFFICE SETUP REQUEST

EVENT

|  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Event Name: | | | Where Are We Now? Closing Party | | | | | | | | |
| Venue Name: | | | Adelphi | | | | | | | | |
| Venue Post Code: | | | Hull HU5 2RU | | | | | | | | |
| Ticket On-Sale Date: | | | 28th March 2017 - 9am | | | | | | | | |
| No of Occurrences | | | 1 | | | | | | | | |
| Intervals: | | | Nil | | | | | | | | |
| Ticket Type: | | | Paid | | | | | | | | |
| Layout *{Standing / Unreserved Seated / Reserved Seated}* | | | Unreserved Standing | | | | | | | | |
| Total Venue Capacity | | | 180 | | | | | | | | |
| Ticket Types | | | FULL | £5 | | CONCESSION | £3 | | SPECIAL | |  |
| Total Potential Income | | | £304 (50 at £5 + 18 at £3) | | | | | | | | |
| Total Income Target | | | £152 (25 at £5 + 9 at £3) | | | | | | | | |
| Seat Capacity Target | | | 34 | | | | | | | | |
| Commission Structure | | | Hull 2017 retains income | | | | | | | | |
| 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 | N | | Y | Y | | | Y | N | N | |
| Ticket limits per transaction | Public | Employees | | Group | Access | | |  |  |  | |
| 4 | 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 | | | 116 | 60 | 0 | 0 | 0 | 4 |
| BAND 1\*\*\* | £5 | £3 | 116 | N/A | N/A | N/A | N/A | 2 |

*\* 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 |
| 04/06/17 | 20:30 | 20:30 | 00:00 | 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 – Ex Producer | Sam Hunt | Y |  |
| Hull 2017 – Digital / Box Office | David Watson |  |  |
| Neu! Reekie! | Michael P/Kevin W | Y |  |
| Hull 2017 – Assistant Producer | Hannah WW | Y | HWW |

ADDITIONAL NOTES

|  |
| --- |
| Copy:  Where Are We Now? draws to a close. The survivors will descend upon Hull’s Adelphi Club to toast the ghosts as a host of all-star DJs from the Festival take to the decks. FiniTribe will lead the charge – who kens who’ll follow.  **Where Are We Now? will be a summer festival like no other: a gathering of time-served trouble-makers, spoken word rebels, artistic mavericks & leftfield music pioneers. We’ll be converging on the city of Hull to ask of today’s counter-culture the soaring, searching question with which David Bowie kissed us goodbye.**  **Find out about other events as part of Where Are We Now here:** <https://www.hull2017.co.uk/whatson/events/where-are-we-now/> |

COMPS

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Artists & Guests | 50 (25 N!R!, 25 Hull 2017) | Executive & Corporate | 0 | Media | 10 | Other |  |

Submitted by Hannah Williams Walton

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

Date 17 March 2017