**TICKETING BOOKING FORM (external events only)**

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| **A. CONTACT DETAILS**  |
| Organiser |  | Landline and Mobile |  |
| Email |  | Address |  |
| Primary Contact (if not organiser above) |  |  |
| Email |  | Landline and Mobile |  |
| **B. DATES** |
| Event title |  |
| Day and date of event |  |
| Start time |  |
| Interval time and duration  |  |
| Finish time |  |
| Full event description  |  |
| Interest Category |  |
| Suitable for Age Group |  |
| Your website link |  |
| Logo/image | Please email your logo or image/s as jpegs to marketing@ludlowassemblyrooms.co.uk |
| Other Relevant Sales Information |  |
| **C. LOCATION** |
| Location |  | Total Capacity |  |
| Address if not LAR |  | Phone and Email Contact for Venue if not LAR |  |
| Seating Plan (please provide seating plan if not unreserved seating) |  | Dance Area yes/no |  |
| Seating Details |  | Blocked Seats |  |
| Comps: Number you wish to reserve |  |
| **D. PRICING – TICKET PRICE INCLUDING £2.00 PER TICKET BOOKING FEE** |
| Full price | £ | Group Bookings |  |
| Concessions(please state age restrictions for child tickets) | £ | Conditions for Group Bookings (eg 4 for 3) |  |
| Other Categories/Prices |  |  |  |
| **E. PAYMENT DETAILS**  |
| Bank details for payments | Account name:  |  |
| Account Number: |  |
| Sort Code: |  |
| **F. DECLARATION** |
| I agree to abide by the terms and conditions of the ticketing agreement as specified by Ludlow Assembly Rooms. |
| Signed |  |
| Date |  |

**Box Office Ticketing Terms and Conditions:**

* All tickets will be advertised and sold at a price which includes the £2.00 per ticket booking fee.
* The ticket price, including the booking fee, must be a multiple of 50p or £1
* Amendments to events which have been set up for online sales will incur a £15 administration fee.
* Updates on ticket sales will be sent to the organiser on a weekly basis during the selling period.
* LAR will provide you, the organiser, with the details of the number of tickets sold at 12noon on the day of the event or at 5pm on Saturday if it is a Sunday event. Online sales will then cease to be available and further transactions will be the responsibility of the organiser.
* For events not held at LAR, event organisers will need to make arrangements to collect tickets from the Assembly Rooms during Box Office hours on the day of the performance (collection outside of Box Office hours by prearrangement only).
* LAR will provide you with a reconciliation showing the number of tickets sold along with details of the money being held within 14 days of the event. The funds will then be paid to your account by BACS.

**Marketing Options** (all prices are subject to VAT)

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| **AN ENTRY IN OUR A5 FULL-COLOUR BROCHURE IS HIGHLY RECOMMENDED TO PUBLICISE YOUR EVENT.** | ✓ |
| **Gold package**  | * Brochure advert (8000 print run) OR display on digital signage boards within Assembly Rooms where print advert not applicable.
* LAR social media and website listing
* E-newsletter adverts (over 8, 000 subscribers)
* Flyer /poster distribution in Ludlow and within 30 miles for display in libraries, shops, cafes, pubs, village halls and suitable venues in the region.
 | ¼ page advert in LAR brochure or 5 minute digital signage poster (per signage loop)  | £210  |  |
| ½ page advert in LAR brochure Or 10 minute duration digital signage poster (per signage loop)  | £250 |  |
| Full page advert in LAR brochure or 15 minute duration digital signage poster (per signage loop) | £330 |  |
| Double page advert in LAR brochure  | By arrangement |  |
| **Silver package**  | * Brochure advert (8000 print run) OR display on digital signage boards within Assembly Rooms where print advert not applicable.
* LAR social media and website
* LAR E-newsletter advert (over 8000 subscribers
 | ¼ page advert in LAR brochureor 5 minute digital signage poster (per signage loop)  | £140  |  |
| ½ page advert in LAR brochureOr 10 minute duration digital signage poster (per signage loop)   | £180  |  |
| Full page advert in LAR brochure or 15 minute duration digital signage poster (per signage loop) | £260  |  |
| Double page advert in LAR brochure | By arrangement |  |
| **Bronze package** | * LAR social media and website
 |  | £30 |  |
| **PHOTOCOPY AND PRINT SERVICES** |
| Would you like us to print or photocopy A4 sheets of your publicity | Yes/No |
| Colour print (A4): 20p per sheet | Number of prints required  |  |
| Colour photocopy (A4): 100 sheets £10 (min 100) | Number of photocopies required  |  |

**Signed ……………………………………………… On behalf of …………………………….……………..**

**Print name……………………………………………………………Date………...……………………………..**

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| --- | --- |
| *Internal administration only* | *Code*  |
|  |
| *Name*  | *Date*  |