

Box Office Booking Form



EVENT INFORMATION

NAME OF EVENT	
NAME OF EVENT ORGANISER	
DATE OF EVENT	

SEATING

(*please delete where applicable)

TICK

Theatre Seating Plan 	234 bleacher seats only	
	234 bleacher seats + 20 loose seats (1 row)	
	234 bleacher seats + 40 loose seats (2 rows)	
	234 bleacher seats + 60 loose seats (3 rows)	
	234 bleacher seats + 80 loose seats (4 rows)	
Cabaret Seating Plan <i>(Maximum of 12 round tables)</i> 	How many tables do you require?	
	How many seats per table do you require?	
Banquet Seating Plan <i>(Maximum of 12 rectangular tables)</i> 	How many tables do you require?	
	How many seats per table do you require?	

Do you require reserved seating for VIPs/Guests?	
If yes, how many VIP/Guest seats do you require?	
How many disabled seats do you require?	

TICKET AND EVENT INFORMATION

Do you require us to sell tickets on your behalf?	
Do you want to limit the number of tickets per booking? Keep a waiting list if necessary	
If yes, how many tickets do you wish to limit per transaction?	
Ticket cost:	One price for all : £ _____ Adult : £ _____ Concession : £ (UNDER 18) _____ Child : £ _____
What date do you require the tickets to be on sale from? (DD/MM/YY)	
Event start time, e.g. 19:00	
Doors open from, e.g. 18:30	
Total running time of event, e.g. 2 hours	
Is there an interval? If so, how long?	

REHEARSALS

Do you require additional time blocked out for rehearsals?	*YES/NO
If yes, what date(s) and time(s)?	

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/see overleaf

ADVERTISING

In the space below, please provide a short description of your event to advertise on our Box Office and website. If you have a pictures or logos (in jpeg format) to accompany your description, please send to boxoffice@knoleacademy.org. Continue overleaf, if required.

FRONT OF HOUSE

Name of person acting as Front of House _____

Do you require tables/chairs for reception and/or refreshment area? *YES/NO

If yes, please state your requirements below.

ADDITIONAL INFORMATION (*please delete where applicable)

Will you be selling merchandise? *YES/NO

If yes, please state what items you are selling and the prices:

_____ £ _____
_____ £ _____

Will you be offering/selling refreshments? *YES/NO

If yes, please state your requirements below:

If you are serving alcohol, do you need us to book a bar on your behalf? *YES/NO

Do you require dressing room facilities? *YES/NO

Do you require us to reserve parking spaces? *YES/NO

If yes, how many spaces do you need reserved?

TECHNICAL REQUIREMENTS

Do you require a technician/IT Support? *YES/NO

If so, what and when will it be required?

Is the event to be recorded? If yes, please place a tick in the relevant box provided.	Sound only	
	Video only	
	Both sound and video	

Signed: _____

Dated: _____

COMPLETED FORMS SHOULD BE RETURNED TO:

Knole Academy Box Office, Bradbourne Vale Road, Sevenoaks, Kent, TN13 3LE
karnott@knoleacademy.org