

VISIT WINCHESTER BOX OFFICE

Please complete this form and return it to:

Winchester Tourist Information Centre, High Street, Winchester, SO23 9GH
Tel: 01962 840 500 Email: tourism@winchester.gov.uk Website: visitwinchester.co.uk

Event Details

Event Title:

Date:

Time:

Venue/Location:

Short overview:

Ticket prices: (please state any concessions and to whom they apply)

Promoter contact information

Contact name:

Telephone number:

Email address:

Registered charity number if applicable:

Payment information

Please provide details of where you would like the income from ticket sales to be paid.

Name (organisation or individual):

Address:

Email:

Account no:

Sort code:

Please provide details of who should be invoiced for the commission of the ticket sales if different from above

Name (organisation or individual):

Address:

Email:



Specific Event Information

How would you like your tickets to be sold? (please tick all that apply)

Online By Phone in box office

Are you supplying the box office with tickets? Yes/No

Are tickets to be allocated to a specific seating plan? Yes/No

If yes, please attach or include a seating plan indicating row and seat numbers, seat zones and the allocation to the Visit Winchester Box Office

Please advise of arrangements for disabled ticket holders and parking:

Please advise of any concessions for senior citizens/students/children under a certain age/carers and please provide your definition of a carer:

Please provide any other information relevant to the event:

Date on which tickets should go on sale:

Date & time of when tickets should be taken off sale:

Will you collect pre-paid tickets for distribution on the door? Yes/No

Will tickets be available for sale on the door? Yes/No

Will you require a list of attendees for the event? Yes/No

I confirm that by completing and submitting this application I will comply with the terms and conditions of Visit Winchester Box Office (available to review on the Visit Winchester website):

Name:

Sign:

Date:

For office use only

Added to ticket system:

Added to WCC website:

Added to Visit Winchester website:

Promoted on social media:

On sale:

