

## **The box office - Everything you need to know**

As host of an event at the Kulturnacht you agree:

- To run a **box office** at your venue,
- To organise **enough staff** to run the box office **throughout your event** (i.e. during the opening hours of your venue stated in the programme),
- To sell wristbands in the name and for the account of the "Kulturnacht Ulm/Neu-Ulm GbR" and to make sure they're securely fit around the visitor's wrist
- To make sure every visitor is wearing a wristband
- To put up two Kulturnacht signs at the entrance, so that the venue is clearly visible for visitors
- To seek missing information.

You will be selling wristbands at € 10 (**regular ticket price**) and **concession tickets** at € 8 at your box office.

The admission for children and carers of handicapped visitors (with disabled ID) is free. They receive a wristband free of charge.

You will find more detailed information about prices and concessions [here](#).

### **\*NEW: Free children's programme from 3 p.m. to 6 p.m.\***

If you as the organizer indicated at the time of registration that you would offer your children's programme free of charge from 3 p.m. to 6 p.m., the wristband sale at your venue will not start until 6 p.m.

Children will receive a children's band from 3 p.m. to 6 p.m., their accompanying persons/ adults will receive free admission to the event and will not receive a wristband.

Regular wristband sale start at 6 p.m.

The proceeds from each wristband you're selling will go towards the payment of the hosts, which will partly recompense their expenses. The remaining part will be used to fund the following Kulturnacht, to make sure we'll be able to continue with the project in the future.

The organisation team will randomly check if the box offices are manned and visitors are wearing wristbands.

**Hosts only negligently checking or failing to check, if visitors are wearing wristbands, will lose entitlement to receive payment.** In case of major violations of the Kulturnacht terms and conditions, the host may not be allowed to host an event at the following Kulturnacht.

### Collecting and returning the wristbands:

You will receive the **wristbands for your box office** together with the **host-IDs** after signing a contract and a delivery note. Please also refer to our [dates and deadlines](#).

**Please make sure to order enough wristbands!** We won't be able to supply your venue with additional wristbands, if you run out on the day of the event. In case you do run out, you will still be able to get more wristbands at the central box office at Münsterplatz.

Please hand in all your remaining wristbands together with the completed backside of the delivery note and - if your event included live music performances - the completed *GEMA-Musikfolgebogen*, **after the event.**

A host deciding to hand everything in after the deadline, without having made arrangements with us beforehand, will not receive any payment.

Please refer to our [dates and deadlines](#).