

GODDARDS LANE
THE THEATRE
CHIPPING NORTON
THE BOX OFFICE
CHIPPING NORTON
ADVANCED SALES

THE THEATRE
CHIPPING NORTON

BOX OFFICE
SERVICES

BOX OFFICE SERVICES

Along with being a producing and receiving theatre and cinema The Theatre Chipping Norton offers Box Office Services to external events and companies. This allows us to use our expertise to benefit other organisations and groups, and bring financial income to support our charitable activities. Selling tickets and caring for customers is what we do; it's our specialism.

We have previously acted as a local Box Office for *Cornbury Music Festival*, *The Big Festival*, *The Chipping Norton Literary Festival*, events at Chipping Norton Town Hall and *Nocturne Live* at Blenheim Palace. By bringing together local event tickets into one central booking location we can aid in increased advertising and awareness of all events from small to large.



THE THEATRE
CHIPPING NORTON

We offer an easy booking journey for customers, along with a friendly personal service from our Box Office team. Bookings for your event can be booked online through our website, over the phone and in person at our local Box Office located in Chipping Norton. Thus giving a superior level of service to your customers with the personal touch that cannot be achieved with online sales only.

We welcome all scale of events to join us, from regular to one-offs. For the same price as an online only provision you can join us and gain so many more benefits for you and your customers. From the simple to the complicated, we give a bespoke set up to all of them.

Box Office Opening Times

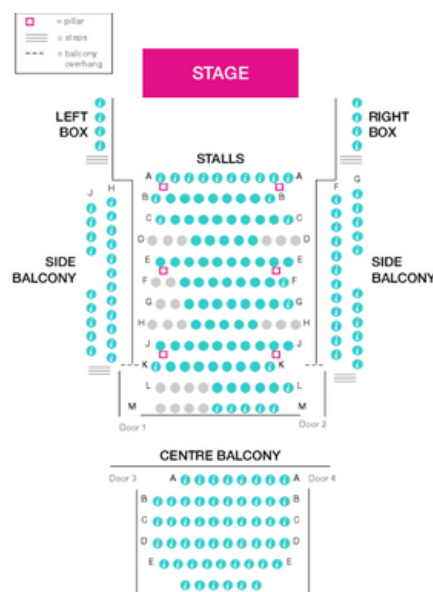
In person and over the phone

Tuesday to Friday: 12pm - 6pm

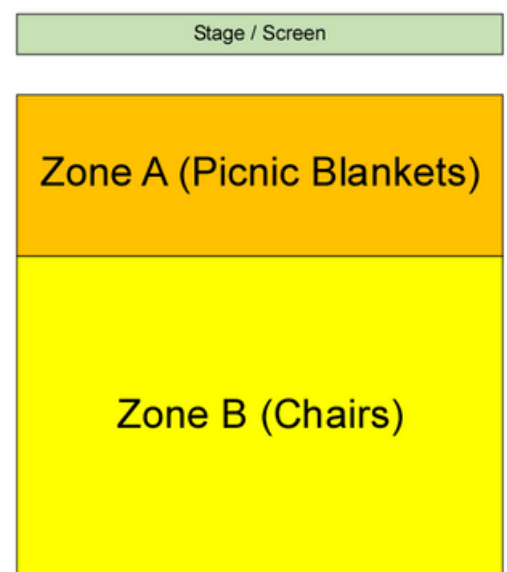
Saturday: 10am - 1pm

Seating Plans

We can create any unreserved seating plan to your specifications, including multiple different ticket types and prices. We can also set up seating plans with reserved seating, or more complex unreserved plans that include more than one area/zone.



Example of a reserved seating plan, with numbered seats and aisles.




Example of an unreserved seating plan, with different areas/zones.

Tickets

If you are producing your own branded tickets, once delivered to us we can facilitate customer collection of those tickets from our Box Office, or organise ticket delivery.

We can also create a range of printed thermal tickets (blank or The Theatre Chipping Norton branded) and PDF e-ticket designs including information and branding for your event at an additional cost.

The Theatre	ORDER ID
Event Name	Customer Name
Event Date	Price
Event Time	
16-64 years	
A1	
Door 2	
Age Recommendation	
Space for any additional information	



AEFD-HCBW

Example of a blank thermal ticket.

The Theatre	ORDER ID
Event Name	Customer Name
Event Date	Price
Event Time	
16-64 years	
A1	
Door 2	
Age Recommendation	
Space for any additional information	



AEFD-HCBW

Example of a Theatre branded thermal ticket.

THE THEATRE CHIPPING NORTON
2 Spring Street | Chipping Norton | OX7 5NL
Box Office: 01608 642350 | boxoffice@chippingnortontheatre.com

Your E-Ticket
Please print and bring this with you to the show, or display it on your mobile device when you arrive.

The Theatre	ORDER ID
Event Name	Customer Name
Event Date	Price
Event Time	
16-64 years	
A1	
Door 2	
Age Recommendation	
Space for any additional information	



AEFD-HCBW

Important Information

How to find us
For information on how to get here and where to park check out chippingnortontheatre.com/your-visit/venues/the-theatre

When should I arrive?
Our Bar opens 30 minutes before the start of a performance. Plenty of time for you to get yourself a drink and some snacks.

Access
We want everyone to feel welcome and safe when they come to The Theatre. To see our more information about Access please visit chippingnortontheatre.com/your-visit/access

Latecomers
Latecomers will be admitted into the auditorium during a suitable time during the performance.

Covid Safety
To see our Covid Safety Policy please visit our website chippingnortontheatre.com/your-visit/a-covid-safe-visit


Theatre news
To stay up to date with Theatre news make sure you follow us on Facebook [chippingnortontheatre](https://www.facebook.com/chippingnortontheatre) and Twitter & Instagram: [schippytheatre](https://www.instagram.com/schippytheatre).

Thanks for supporting The Theatre Chipping Norton, we look forward to seeing you!

THE THEATRE CHIPPING NORTON PANTIMIME
WICK WHITTINGTON

Your E-Ticket
Please print and bring this with you to the show, or display it on your mobile device when you arrive.

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A1	
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How long is the performance?
Until the show is in late rehearsals we will not know the exact running time. But we generally advise it will be 2 hours 20 minutes which includes the interval.

Pre-orders
You can pre-order ice creams & programmes by calling the Box Office on 01608 642350.
You can also pre-order interval drinks when you arrive at the Bar.

Thanks for supporting The Theatre Chipping Norton, we look forward to seeing you!

Examples of a PDF e-ticket.

We can set up limited time offers and promotions to incentivise your customers. For example time-limited early bird price categories, discount codes for group bookings and last minute ticket deals.

Ticket delivery options:

- Collection from our day-time Box Office in Chipping Norton.
- Post - All postage costs will be charged to the customer. If the tickets for your event are of high value we can arrange Royal Mail signed for postage.
- Email - We are only able to email PDF e-tickets created by The Theatre Chipping Norton.

Packages

The Theatre Chipping Norton

Ticket Source

7% + VAT Booking Fee

**Booking fee can be added on top of ticket price, or absorbed by the event management.*

7% + VAT

	Basic Package	Optional extras
Set up of your event on our ticketing system (Spektrix)	 Included	
Online, Phone and In person ticket sales and customer support	 Included	
Your event advertised on The Theatre Chipping Norton website	 Included	
General Admission/Unreserved Seating Plan	 Included	
Fortnightly payment of ticket sales (minus charges)	 Included	
Your event advertised to The Theatre customers	 Included	
Weekly Sales reports	 Included	
Personalised Ticket and/or E-Ticket Design		
Assigned or more complex seating Plan		
Set up offers and discounts to boost sales and incentivise customers		
Organising and processing customer refunds if the event is cancelled by the event organisers.		

More Information

For more information about our Box Office Services or to arrange a meeting to discuss how we can help you further, please contact our Box Office Manager.

Hannah Baggaley
Box Office Manager

hbaggaley@chippingnortontheatre.com
01608 649132