

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 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.

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.

Here you will find more detailed information on [prices and concessions](#).

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 Kulturnacht Ulm/Neu-Ulm GbR 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

Please collect the required number of **wristbands** for your box office together with the host-IDs, the programmes, and the posters at the **Cultural Department of Ulm**. You will receive the wristbands after signing a contract and a delivery note. Please also refer to our [dates and deadlines](#).

Please make sure to pick up 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 the proceeds from selling the wristbands, together with the delivery note, the remaining wristbands, 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](#).