

ARMTHORPE PARISH COUNCIL

TICKET ALLOCATION POLICY

The purpose of this policy is to clarify the method of allocating tickets to members of the public to enable them to attend Parish Council events.

1. Advertising

At the earliest opportunity, after the event details have been agreed by Council members and confirmed with suppliers; the event will be promoted via the following methods:

- a. Parish Council Website
- b. Parish Council Noticeboards
- c. Parish Council Social Media Sites
- d. Posters in local businesses and schools

2. Collection of Tickets

The Parish Council will hold the following sessions where a maximum of fifty tickets will be available.

- a. One morning session (10am to 12pm)
- b. One evening session (6pm to 8pm)
- c. One afternoon session (1pm to 3pm)
- d. One weekend session (Saturday 10am to 12pm)

If, after the sessions have been held, tickets remain available, members of the public will be notified and will have the opportunity to collect tickets from the community centre.

3. Allocation and Use of Tickets

Tickets are available for Armthorpe residents only.

Tickets can only be collected by a member of the qualifying household.

A maximum of two adult tickets will be permitted for each household.

All children must be accompanied by and supervised by an adult, throughout the event.

Tickets are not transferrable and must be returned to the Community Centre if the ticket holder is unable to use them.

Admittance to an event will not be permitted without a ticket.

Parish Council members of staff are not permitted to reserve tickets.