



South Hill Park Arts Centre  
Ringmead, Bracknell  
Berkshire RG12 7PA

March 2018

## Charity Requests

We receive a large number of requests every month asking for ticket donations to raffles for a variety of organisations. However, as a registered charity we have to carefully monitor the number of free tickets that are issued to other organisations for fundraising events that do not directly benefit the venue or our organisational objectives.

As a Berkshire arts venue situated in the heart of the Bracknell borough we also want to support our local community. In order to manage the process of donating free tickets to other organisations the following criteria has been put in place:

- Tickets will be issued to either organisations or other registered charities whose work clearly supports or relates to our own objectives.
- Preference will be given to requests made by organisations based in the Bracknell borough area.
- We will only donate tickets directly to organisations and charities rather than third parties, i.e. not to those holding events on behalf of other nominated charities or causes.
- Requests will be considered more favourably if the requester demonstrates willingness to help promote the venue and/or its production within their organisation (for example distribution of flyers at an event/displaying posters etc).
- Only one set of tickets will be allocated to successful organisations in any 12 month period.
- Free tickets are limited in number and will only be issued for our in-house productions. We reserve the right to issue performance date-specific tickets. Tickets are not transferable and do not have any refund value.
- To assist in the fairness of distributing free tickets only one allocation is permitted for an organisation every 24 months.

All applications will be considered using the above criteria and successful applicants will be notified by post. Due to the volume of requests we receive each year we will only be able to reply to successful requests.

Please send applications with a **stamped, addressed A5 sized envelope** to:

Maria Trevis, Marketing and Communications Manager  
South Hill Park Arts Centre  
Ringmead, Bracknell, Berkshire RG12 7PA

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**Patrons**  
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