

**HYDE PARK
PICTURE HOUSE**
LEEDS · PREMIER ART-HOUSE CINEMA

The
GRAND
Theatre & Opera House Leeds

CITY VARIETIES
MUSIC HALL · LEEDS

DONATIONS POLICY

LEEDS GRAND THEATRE & OPERA HOUSE LTD

The Leeds Grand Theatre & Opera House Ltd supports community efforts and non-profit organizations by donating ticket vouchers for a variety of fundraising and benefit events. As a registered charity, the Leeds Grand Theatre & Opera House Ltd has a limited number of tickets available for use by other non – profit and charitable entities.

It is our policy to only donate to non-profit organisations. Ticket donations are only considered for use at fundraisers.

Before submitting a request, please note the following:

- The request *must* be presented on the official letterhead;
- Include the company name, postal address, event name and date. Also, provide the name, phone number and email address of a contact person;
- Provide a charity number where possible;
- The request must be made at least four weeks in advance of the event;
- Tickets will be distributed on a first-come, first-served basis;
- Once a request has been received and reviewed, the contact person will be notified if the request has been granted;
- If a request has been approved, a voucher for the collection of tickets will be issued;
- Requests must be received in writing by mail or email.

Vouchers are redeemable for tickets to selected productions during the current season. Tickets are subject to availability therefore to avoid disappointment we strongly recommend that the voucher be presented to the Box Office at the relevant theatre in advance of the performance. Vouchers may not be used in exchange for a refund on previously purchased tickets or in combination with another offer.

The voucher is only valid for the date/s stated on the voucher and cannot be exchanged for an alternative date or performance. Lost or misplaced vouchers cannot be replaced; only original vouchers accepted (no photocopies), vouchers have no cash value.

All donation requests are typically reviewed within two weeks. We appreciate your patience as we process and respond to each request. The organization requesting the donation will be contacted by email or post regardless of whether or not the request is approved.

All donation requests should be direct to:

**Donation Requests
c/o Anne Harrison
Head of Support Services
LGT&OH Ltd
46 New Briggate
Leeds
LS1 6NZ**

Or anne.harrison@leedsgrandtheatre.com