

# Event Contract

An agreement made on **DATE** between

**person** of **full venue address** (hereinafter called "the Producer" of the one part)

and

**person** of **full venue address** (hereinafter called "the Management" of the other part)

The Management hereby engages the Producer and the Producer accepts an engagement to present **SHOW** by **COMPANY** at **venue** on **date** at **time(s) pm**.

This contract is subject to the following terms and conditions:

## Financial:

- 1a. The Management shall pay to the Producer *details of deal, ie. 70% of the net box office in favour of the Producer OR a guaranteed fee of £\*\*\* against 70% of the net box office whichever is the greater plus VAT in favour of the Producer.*

Payment shall be by BACs payable on receipt of the appropriate invoice no later than 30 days after the performance day.

Management VAT number:                                   
Producer VAT number:                                  (if applicable)

- 1b. No contra should be charged or netted from the fee until the amount has been agreed by both parties well in advance.

## Technical:

- 2a. The Management will provide at their expense the following technical staff (to be confirmed by the Producer's Company Stage Manager):  
**(i) Get-in: 1 (ii) Fit-up: 1 (iii) Performance: 1 (iv) Get-out: 1**
- 2b. The Management will provide and pay for pre-rigging of lanterns to the Producer's plan, to be supplied on demand.
- 2c. The Management is responsible for employing all the technical staff, making proper provision for their health and safety, insurance, in compliance with all regulations. The Management will be responsible for paying each member of staff, making proper deductions for tax and NI, and for paying the employers NI.
- 2d. The Producer will provide a full and efficient company capable of setting up and presenting the performance to a high standard.
- 2e. The Producer will provide a technical rider and risk assessment to the Management's technical contact.
- 2f. The Producer will ensure that any and all electrical equipment not belonging to the venue is PAT-tested and conforms to industry safety standards.

## Marketing:

- 3a. The Management shall include the Production in all seasonal marketing materials including but not limited to website listing, brochure and newsletters, and is responsible for the distribution and costs incurred in the distribution of this material.

- 3b. The Management shall be responsible for sending the press release to local newspapers/media at least five weeks prior to the first performance, as well as the costs and organisation of appropriate local newspaper advertising etc.
- 3c. The Producer shall supply to the Management, as soon as practicable, show copy and images for use in the Management's brochure and website, as well as a press release and marketing pack.
- 3d. The Producer shall provide publicity material free of charge (A3/A4 posters and A5 leaflets), to be overprinted at the Management's expense, amounts to be agreed mutually.

**Box office/ Front of house:**

- 4a. The Management is responsible for setting ticket prices and co-ordinating marketing campaigns. This will be in consultation with the Producer, whose advice shall not be unreasonably ignored.
- 4b. The Management is to make advance Box Office figures available to the Producer once a week, on the Monday of each week, in the 8 weeks prior to opening.
- 4c. The Management shall provide and pay for:
  - i. Theatre services therein for the duration of the engagement.
  - ii. All necessary front of house and box office staff.
  - iii. Four complimentary tickets if requested by the producer

**Legal:**

- 5a. The Management shall maintain adequate insurance policies to cover the Management's property and its legal liability for any accident to all persons on their premises whether they are members of the public or their own employees.
- 5b. The Producer shall be responsible for effecting and maintaining adequate insurance against fire and all other risks upon all property, (whether belonging to the Producer or that for which he is responsible), that may be brought by him into the theatre, dressing rooms or accommodation provided by the Management.
- 5c. Cancellation of show(s) is to be decided only by mutual agreement between the Management and the Producer. If either party is at fault, said party will take financial responsibility, subject to mutual agreement. In case of Force majeure (Royal demise, national mourning, enemy action, fire, strikes, natural disaster, or by reason of the order of any licensing authority having jurisdiction) neither party will be considered liable.
- 5d. The contract shall be considered null and void unless one copy is returned, duly completed, within **two weeks** of the date of the contract.

**Signed on behalf of THE MANAGEMENT**

Signature: .....

Position: .....

Date: .....

**Signed on behalf of THE PRODUCER**

Signature: .....

Position: .....

Date: .....