Sample Contract

An agreement made on the **date** between **person** of **full venue address** (hereinafter called "the Management" of the one part) and **person** of **company and address** (hereinafter called "the Producer" of the other part) WITNESSETH that:

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

This is subject to the following terms and conditions:

1. The Management shall pay to the Producer for ***SHOW NAME***, *details of deal, ie.* *70% of the net box office in favour of COMPANY*.   
Payment shall be by BACs payable on receipt of the appropriate invoice no later than 30 days after the performance day.

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 (endeavour to) provide and pay for pre-rigging of lanterns to the Producer's plan, to be supplied on demand.

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.

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

4. The Management shall provide and pay for:

* + - * 1. Theatre services therein for the duration of the engagement.
        2. All necessary front of house staff.
        3. Four complimentary tickets if requested by the producer

5. 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.

6a. The Producer shall provide publicity material free of charge (A3 posters and A5 leaflets), to be overprinted at the Management's expense.

Amounts to be agreed mutually.

6b. The Management is responsible for the distribution and costs incurred in the distribution of this material.

7. The Management shall be responsible for the costs and organisation of appropriate local newspaper advertising etc.

8. The Producer shall supply to the Management, as soon as practicable, photographs and biographies of the cast for press and front of house display boards.

9a. The Producer shall be responsible for supplying the Management with a press release and marketing pack.

9b. The Management is responsible for sending the press release to local newspapers/media at least two weeks prior to the first performance.

10. The Management is responsible for setting seat prices and co-ordinating marketing campaigns. This will be in consultation with the Producer, whose advice shall not be unreasonably ignored.

11. The Management is to make advance Box Office figures available to the Producer once a week in the month prior to opening.

12. 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.

13 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 VENUE**

Signature:

Position:

Date:

**Signed on behalf of COMPANY**

Signature:

Position:

Date: