

Date issued:	Issued by:
Changes due by:	Contract due by:
Party responsible for contract:	
It has been agreed that this document is legally binding: <input type="checkbox"/> Yes <input type="checkbox"/> No	

PARTIES	
Venue name	
Venue contracting entity	
Venue address (& registered address)	
Booking contact (incl. phone and email)	
Producer name	
Producer contracting entity	
Producer address (& registered address)	
Booking contact (incl. phone and email)	

PRODUCTION	
Title	
Author	
Named artists (confirmed/expected)	
Understudies (Y/N)	

EXPECTATIONS & SCENE-SETTING	
Target audience (known/unknown?)	
Age & content guidance	
Financial goals (see Pricing & Box Office)	
Non-financial goals	
What if no one comes?	
Exclusion / barring clause	
Policies discussed	<input type="checkbox"/> Audience Development <input type="checkbox"/> Access & Inclusion <input type="checkbox"/> Environmental <input type="checkbox"/> Safeguarding <input type="checkbox"/> Dignity at Work <input type="checkbox"/> Cancellation

DATES AND SCHEDULE	
Get-in date & time	
Get-out date & time	
Access period (dressing rooms, rehearsal space, stage)	
Running time & interval(s)	

Performance schedule, including accessible performances and pre-/post-show events (insert times):							
	Mon	Tues	Wed	Thu	Fri	Sat	Sun
Matinee							
Evening							

FINANCIAL DEAL		
	Producer	Venue
Royalty off the top		
Commissions off the top		
Fee		
Guarantee / Advance		
Split %		
1st call		
2nd call		
Split % thereafter		

Contras (Technical/Marketing/Other)	
Programme charge or commission?	
Merchandise and commission charge?	

FINANCIAL ARRANGEMENTS	
VAT status of Venue	
VAT status of Producer	
Treatment of foreign entertainers and other withholding taxes	
Billing & invoicing arrangements	
Late payment charges and other conditions	
Date of final settlement	

PRICING & BOX OFFICE

House configuration & capacity (incl. kill seats for orchestra/sound desk)	
Price bands	
Agreed gross box office potential for engagement	
Number of kill seats per performance/week	
Venue PP seats per performance/week	
Venue & Producer comp allocation	
Agreed discounts, concessions and membership schemes	
Dynamic pricing to be used?	
Agreed net box office potential for engagement	
Box office projection	

	Inside	Outside	In person/Online/Telephone
VAT			
Booking fee			
Transaction fee			
Levies			
Other			

MARKETING

Tour announcement date	
Venue on-sale date	
Marketing deadlines	
Process for agreeing image and copy	
Assets required of Producer (incl. print quantities, digital assets, EPK)	
Fee for inclusion in brochure (if applicable)	
Marketing contra	
Targeted marketing & audience development activity (incl. budget & responsibility)	
Press night & hospitality (incl. budget & responsibility)	
Sponsorship	
Agencies (third party agents, allocations, terms)	
Group sales	
Unsold tickets policy	
Theatre Tokens policy	
Audience data & sharing principles (incl. charges if applicable)	

AUDIENCE ACCESS & INCLUSION					
	Date & time	Responsibility	Producer contribution	Venue contribution	Provider of service
Audio-described performance(s)					
Captioned performance(s)					
Touch tour(s)					
Sign Language Interpreted performances					
Other					

No. and location of wheelchair-accessible seats	
Access & Inclusion policy provided?	
Venue accessibility audit provided?	
Companion ticket policy	

TECHNICAL	
Technical specifications and accessibility audit provided by Venue	
Technical rider provided by Producer (incl. deadline if applicable)	
Crew for get-in, performance and get-out	
Charges incurred in changing seating configuration	
Health & Safety policy provided?	
Staff rate card (incl. minimum call, overtime, holiday pay, NI and pension charges) provided?	
Do technical charges reflect the UK Theatre / BECTU agreement?	
Will timesheets be provided?	
Responsibility for PRS reporting	
Licensing requirements	
Other technical considerations & charges	

COMPANY MANAGEMENT & RESPONSIBILITIES	
Digs list provided? Date last updated?	
Backstage facilities	

EVALUATION	
Reporting required / requested (including data sharing, financial settlement, press & marketing)	
Evaluation meeting (date & attendees)	