

BEDFRINGE 2018

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PLEASE SIGN, SCAN & EMAIL ONE COPY TO admin@bedfringe.com AND KEEP THE OTHER FOR YOUR RECORDS
IF YOU ARE UNABLE TO SCAN THE DOCUMENT PLEASE SIGN AND POST TO THE ADDRESS BELOW

AN AGREEMENT made between <James Pharaoh> (The Festival Director) of Bedfringe based at The Quarry Theatre at St Luke's, 26 St Peter's Street, Bedford, MK40 2NN

<Insert Your Company Name>, (The Performing Company) of <Insert name of representative>

WHEREBY IT IS AGREED THAT:

In consideration of a box office split of <XX%> The Visiting Company will give <X> performance(s)

of <Insert Show Title>.

On <XX/XX/XX> at <XX:XX (access from XX:XX, cleared by XX:XX)> during the <2018>
Bedfringe.com Festival Fringe.

BEDFRINGE.COM WILL PROVIDE

- I The premises, box office facilities including telephone bookings, all tickets and the handling of all day-today arrangements with the Quarry Theatre at St Luke's (VISA / Access / Switch cards are accepted). The box office telephone number is 01234 362337. Tickets will also be available to purchase online at www.bedfringe.com and face to face at the venue on a day to day basis running up to the festival dates.
- II A venue/black box setting on stage (borders, wings), professional general lighting rig, a professional sound system (venue details at www.bedfringe.com). Set and costume storage. Your venue is <Main Auditorium/Studio>.
- III Best efforts will be made for the dressing room allocated to be available for forty minutes (when possible) before the performance and for twenty minutes after the performance, but give and take, love and much patience are needed on all sides! Access to dressing rooms at other times will not be refused unless it interferes with the operations of the other companies. Security during periods of occupancy is the responsibility of the occupying company.
- IV Space for posters and flyers will be available in the venue and external billboards. Bedfringe.com will provide an entry into the festival brochure and a listing on the festival website at no extra charge to the company. Your event will also be listed on the Bedfringe Facebook page for you to share.
- V A Front of House team to oversee the comfort and ushering of the venue audience plus a small technical crew to assist your get-in and get-out. Note: The company should contact the Venue Technical Manager (admin@bedfringe.com) no later than two weeks prior to your show if your production is particularly complex and may therefore require a more experienced technician (typically multi-channel sound engineering). There will be a fee of £25 for this additional individual which will be deducted from your box office receipts.

THE VISITING COMPANY WILL PROVIDE:

- I The complete production, ready to perform, as described above including actors, musicians, artistic and technical/support staff as necessary. All rights, royalties, PRS payments and other production running costs.
- II A production which complies with the Theatres Act 1968 and Publicity Material which offers suitable warnings if it is likely to cause offence (please inform Bedfringe of any age restrictions).
- III <Min of 20> A3/A4 posters (<1> A2 if possible) and <min of 200> A5/A6 flyers for display in and around the Bedfringe venue. We have recommended 20 posters and 200 flyers as space can be limited. We do however understand that print runs are more economic in greater numbers. Remember, you know your show & audience better than anyone, so to boost box office returns, you may wish to do some flyering (or general marketing) of your own. **Note:** Bedfringe does not overprint or distribute posters and flyers. Bedfringe reserves the right to decide where your print is placed around the venue and to replace or remove it once your show has completed its run with us.
- IV All print and copy provided by the company for public display should be of a size and font that does not contravene the Disabilities Discrimination Act. This should be no smaller than a 12-point font on the smallest piece of print.
- V Bedfringe venues are covered for public liability but you must carry your own public liability insurance and additional cover against fire & theft for props, scenery equipment and personal property. Bedfringe.com may refuse to store such equipment if evidence of such cover cannot be provided.
- VI Bedfringe requires the performing company to provide a risk assessment for your performance.
- VII Notification to the venue of the use of pyrotechnics, special effects **3 weeks** before the production for clearance with the local authority.

MONEY

- I <100%> of your tickets will be sold through the Quarry Theatre ticketing system (Ticket Solve) both online and over the counter. There is a <4%> commission charged to your GROSS box office receipts to cover ticket printing / realex payments / credit card commissions.

- II The Visiting Company will be awarded <XX>% of the box office once this charge has been deducted.
- III Once all box office receipts have been credited to Bedfringe.com from The Harpur Trust, Bedfringe will issue a PO to prompt an invoice from the Visiting Company.
- IV Complimentary tickets can be arranged for the visiting company for press / clients / colleagues etc. However, a maximum of <5> are allocated to each show.
- V VAT registered companies must account for VAT within their share of box office (20% VAT).
- VI Invoices received by Bedfringe **6 months** or more post performance will **not** be processed/paid.
- VII Your event tickets will be priced: Full Price <£X.XX> Concession <£X.XX>.

CONTRA ACCOUNT ITEMS

- I Both venues at this year’s festival are equipped with a video projector and screen. If you wish to hire any additional items (intelligent lighting, guitar amps, drum kits for example) please contact admin@bedfringe.com. Any electrical equipment being used by the Visiting Company which does not belong to Bedfringe.com must have passed its annual PAT test (evidence of this may be required).

MISCELLANEOUS MATTERS

- I Any property of Bedfringe.com or the premises, damaged as a result of the action of the Visiting Company or its staff shall be paid for by the Visiting Company.
- II Bedfringe.com shall not be liable for any personal belongings brought onto the premises by staff of the Visiting Company and the Visiting Company should inform all their staff of this fact.
- III Please note that smoking is not permitted in any Bedfringe venue, in line with the theatre licensing laws, and Visiting Companies are requested to ensure that Company Members comply with these laws.
- IV Sponsorship of individual productions must be cleared with Bedfringe.com to avoid conflicting deals.
- V It is illegal to fly-post in and around Bedford. Any fines incurred will be passed onto the company. Bedfringe.com holds no responsibility for the company’s actions.

CANCELLATION, OVER RUNNING & EXCLUSION RIGHTS

- I In the event that the performance of any of these obligations shall be prevented by Act of God, physical disability, industrial action or civil disturbance, both parties shall be released from their obligations with respect to performances so prevented.
- II In the event of such cancellation Bedfringe.com shall be under no liability or obligation to the Visiting Company for any loss or damage or inconvenience sustained provided that Bedfringe.com shall repay any sum already paid by the Visiting Company, subject to deduction of the sum equal to Bedfringe.com’s costs up to the date of cancellation.
- III If the Visiting Company cancels the performance(s) for any part of the engagement, Bedfringe.com shall be entitled to demand payment of up to <£80> to cover costs incurred by Bedfringe.com in respect of the event.
- IV Due the disruption caused by late running, shows which over-run their agreed running time (at their fault) causing financial or reputational impact will be charged at the rate of 1 x the full ticket price per minute overrun at the sole discretion of Bedfringe.com.
- VI Performances in the 2017 programme must not be repeated in any other venue or festival less than a 20-mile radius from your Bedfringe venue up to 2 months prior to the contracted performance.

LAW AND JURISDICTION

This agreement shall be interpreted to the Laws of England. Any question or dispute arising under or in connection with this agreement shall be subject to the exclusive jurisdiction of the English High Court sitting in London.

NOTE

Once signed by a representative of the Company and Promoter, this agreement becomes legally binding upon both parties. Resignation or dismissal of the signatory, or any internal dispute that has the effect of invalidation the actions of that individual, does not release their organisation from the financial or other obligations of this agreement.

SIGNED (For the Company) DATE

PRINT (For the Company)

SIGNED (For the Festival Director) DATE

PRINT (For the Festival Director) JAMES PHARAOH