

Deal memo date:
Completed by:
Legally binding / Subject to contract?
Contract date:
Person responsible for contract:

PARTIES

Venue name:	
Venue contracting entity:	
Venue 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:	☐ Audience Development ☐ Access & Inclusion ☐ Environmental ☐ Safeguarding ☐ Dignity at Work ☐ 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):

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday

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 (select all which apply)	
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
Booking fee			
Transaction fee			
Levies			
VAT			
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):	