

**Venue Agreement Template**

**Please note**: this agreement is between the independent event presenter/ artists/producer/company and the venue.

It is NOT between The Sydney Fringe and the event presenter and/or venue.

*Disclaimer - This template has been created as a reference tool but is not complete or exhaustive. The*

*information cannot be regarded as a substitute for legal and other expert professional advice. You should*

*retain your own advisors in specialist areas such as conduction of your business, minimising legal risk and*

*otherwise complying with the law. Accordingly, The Sydney Fringe disclaims all responsibility in relation to the accuracy and/or application of the advice contained in the following.*

Venues Checklist

* Check what dates and time will be available for your show.
* Ask if you would prefer the venue to take a fee from the box office sales, or if you’d prefer to pay a rental fee separately or organise another agreement
* Ask if you have access to the venue for rehearsal times. Make sure to check if this in addition or included in your rental cost
* What does the bump-in and bump-outs timeframe look like? Make sure to check if this on top of your rental or included.
* Get clear technical specifications sheet from the venue (lighting, sound, AV).
* Is there technical staff on hand that will operate your show on the night or is this something you need to source?
* Can you store set/props/costumes at the venue between shows and what does your green room look like?
* Check the venue’s insurance coverage and ask whether your show needs to hold public liability insurance. We it is a requirement that Sydney Fringe event presenters have their own personal liability insurance.
* Ask who will run front of house on the night of the performance. Fringe will provide a Producer Portal for ticketing so you can check door lists and scan tickets BUT confirm if is this your job or the venues.
* Ask if the venue provides any support in the way of marketing your show.
* Provide the venue with a marketing package with your key images, copy, social media tiles for your event.
* Ask the venue for their marketing collateral so you can build out a campaign together.
* Make sure you are clear of payment deadlines so you can factor this into your budget.
* Ask what happens in the event of a cancellation either on your own part or the venue’s. Set down the timeline for advance notice and any monetary penalties. Scrutinise the conditions for cancellation closely!
* Confirm the venue is registered with Eventotron with Sydney Fringe team for ticketing and marketing purposes.

This agreement is made on \_\_\_\_ /\_\_\_\_ /\_\_\_\_

Between: (Venue)

|  |  |
| --- | --- |
| Venue name |  |
| Venue representative |  |
| Position |  |
| Venue address |  |
|  |  |
|  |  |
| Venue phone number |  |
| Email address |  |

**And: (Event Presenter)**

|  |  |
| --- | --- |
| Event title |  |
| Company |  |
| Event representative |  |
| Postal address |  |
|  |  |
|  |  |
| Contact phone number |  |
| Contact email address |  |

**Booking Details:**

|  |  |
| --- | --- |
| Name of performance space booked |  |
| Seating style (cabaret, theatre, standing) |  |
| Agreed capacity (number of tickets that can be sold) |  |

1. **The venue will be made available to the event presenter for the following dates, please include ALL dates and times of access required, including rehearsals, tech set up and bump out:**

Date \_\_\_\_\_\_\_\_\_\_ Time \_\_\_\_\_\_\_to\_\_\_\_\_\_\_

Date \_\_\_\_\_\_\_\_\_\_ Time \_\_\_\_\_\_\_to\_\_\_\_\_\_\_

Date \_\_\_\_\_\_\_\_\_\_ Time \_\_\_\_\_\_\_to\_\_\_\_\_\_\_

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Date \_\_\_\_\_\_\_\_\_\_ Time \_\_\_\_\_\_\_to\_\_\_\_\_\_\_

1. **Venue Hire Fee:** *(eg: Free of charge, set fee, price per day/performance/hour, door split)*

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1. **The VENUE shall provide the following as part of the Hire Fee:** *include ­­­­­­­­­­­­­­­­­­Sound and Lighting Equipment, chairs or capacity amount, any publicity material or other support, etc. Staff support (e.g. Technician, Front of House, Box Office). Specify if for all performances, rehearsals, etc?*

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. **Who is responsible for the following (tick appropriate column)**

|  |  |  |  |
| --- | --- | --- | --- |
| **Item**  | **Details** | **Event Presenter** | **Venue** |
| Lighting equipment |  |  |  |
| Lighting operator |  |  |  |
| Sound equipment |  |  |  |
| Sound operator |  |  |  |
| Other equipment (chairs tables etc.) |  |  |  |
| Room set up prior to performance |  |  |  |
| Room pack down |  |  |  |
| Front of House |  |  |  |
| Box Office |  |  |  |
| (other requirements as you discuss) |  |  |  |

1. **Payment details** (specify how and when any payments are due, deposits required and details of final settlement etc.)

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1. **Does the hire fee include Public Liability Insurance for artist hirers:**

Yes / No

1. **Photography and Video Recording:**

­All photography and video recordings of performances and rehearsals remain the property of the artist/producer and may only be published or reproduced with the specific written consent of the artist/producer.

**Special Conditions:**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |  |  |
| --- | --- | --- |
| **Signed for or on behalf of the venue** |  | **Signed by the event presenter hirer** |
|  |  |  |
| **Print name** |  | **Print name** |
|  |  |  |
| **Date** |  | **Date** |