

CANCELLATION

In the event of cancellation within one month of the performance date, the party in breach will pay 50% of the agreed performance fee to the other, by the date of the planned performance.

Signed for on behalf of the Old Well Theatre Trust

Signed for on behalf of said production company

Please complete both copies and return one copy to:

**Old Well Theatre Trust, C/O
Dye Mill, Sidmount Avenue,
Moffat
Dumfries & Galloway
DG10 9BS**

Telephone: 01683 220681

PRIVACY STATEMENT

Old Well Theatre Trust is a registered charity in Scotland (charity number SC012701).
By completing this form you are giving consent to us holding your personal information
The Old Well Theatre Trust abide by the General Data Protection Regulations
For a copy of our Privacy Policy go to www.oldwelltheatre.co.uk or request a paper copy from:
Old Well Theatre Trust, C/O Dye Mill, Sidmount Avenue, Moffat, Dumfriesshire DG10 9BS



Scottish Charity No. SC012701

Old Well Theatre, Old Well Road,
Moffat, Dumfries & Galloway
DG10 9AP

www.oldwelltheatre.co.uk

FOR THEATRE ADMIN ONLY

Date Received

Additional Requirements

Date Received

CONFIRMATION OF BOOKING

PROMOTER _____

SHOW TITLE _____

COMPANY _____

FEE _____

BOX OFFICE SPLIT _____

DATE/S OF PERFORMANCE _____

TIME/S OF PERFORMANCE _____

Company Contact: _____

Company Address: _____

Company telephone number: _____

Email: _____ Website _____

Registered Charity Name: _____
(if applicable)

Registered Charity Address _____
(if different from above)

Registered Charity Number _____

TECHNICAL

Do you have your own technician? **YES / NO**

Time entry to theatre is required _____

Show running time _____ Interval _____

PLEASE SEE NOTES OPPOSITE

PUBLICITY TO BE SUPPLIED BY COMPANY

We require a minimum of 25 A4 posters: Please complete the following:

Will you supply posters/flyers? **YES / NO**

PLEASE NOTE: POSTERS THAT REQUIRE OVERPRINTING MUST BE OF STANDARD PAPER TYPE (NOT GLOSSY)

If posters are not A4, please state size _____

Will you supply A5 flyers? **YES / NO**

Quantity of flyers you will provide _____

PLEASE NOTE: FLYERS THAT REQUIRE OVERPRINTING MUST BE OF STANDARD PAPER TYPE (NOT GLOSSY)

MARKETING

We require sufficient copy about the show and cast together with photographs of the show or/and cast to prepare local press releases:

Do you supply:

National press releases for this show **YES / NO**

Local press releases for this show **YES / NO**

BOX OFFICE

Our box office for this show will be:

Moffat Tourist Information Centre,
9 High Street, Moffat, Dumfriesshire, Scotland, DG10 9HF
Tel/Fax: 01683 22 12 10

Our ticket price for this show will be:

£ _____

NOTES

The OLD WELL THEATRE, MOFFAT is operated by the Old Well Theatre Trust and is a registered charity.

The theatre does not have any professional employees.

Technical and administrative support is provided by volunteers.

Although every effort will be made to provide an ideal venue, the theatre cannot always provide the perfect facilities for every show.

To assist us please provide the following:

All marketing material **FOUR** clear weeks before show date. (Photographs can be supplied by email in jpeg (preferred format), tiff, bmp or gif format to pr@oldwelltheatre.co.uk. Press copy can be emailed to the same address)

All publicity material i.e. Posters, Flyers etc. **FOUR** clear weeks before show date. Occasionally the theatre can supply a ticketing service, posters & programmes (there will be a charge for this service)

Technical information, such as lighting requirements, etc. **SIX** clear weeks before show date. This gives us sufficient time to advise you of our ability to provide your requirements.

CONDITIONS

No payment in advance will be entered into and final payment will be made up to seven days after the event.

Up to 20% of the agreed fee may be withheld should there has been any material loss or damage to the theatre or fixtures or fittings within whilst in your charge.

Any or All items agreed for your use by theatre personnel MUST be replaced to their original position/s unless agreed otherwise.

You MUST have prior permission from the Old Well Theatre Trust to sell any merchandise at this event.

PLEASE ENSURE THIS FORM IS COMPLETED IN FULL AND SIGNED ON THE REVERSE