



VENUE PRODUCTION AGREEMENT

[NB: this document is a suggested template for you to amend as relevant to your event]

This is an agreement made on: **insert date**

Between 'the venue': **insert venue name here and contact details below**

Contact:
Address:
Phone:
Email:

And 'the client': **insert your name here and contact details below**

Contact:
Address:
Phone:
Email:

By which we agree that –

The venue will work in liaison with the client and any assistants working with the client, to ensure the successful realisation and promotion of events taking place on its premises. This will include, but is not limited to the following:

Venue Space

The venue shall make the following space available on the specified dates and times: **insert the room name, dates and times, including rehearsals as applicable.**

This space shall be made available at the following rates of hire: **insert rates of hire, reflecting any special discounts and including rehearsals.**

Any changes to this will be agreed between client and venue no less than: **3 weeks in advance [amend as appropriate]** to the dates given here.

The venue shall ensure that all spaces are clean, safe and suitable for the needs they are being used for, will the following specific requirement agreed: **Insert any specific required eg. removal of a particular fitting etc.**

The venue shall ensure that its premises are adequately licensed and insured for the provision of public entertainments.

The venue shall open the bar and/or café facilities on its premises alongside the event, wherever possible and the following special offers will be made: **insert any 2 for 1 offers etc. to be run in conjunction with your event as appropriate. Delete if not applicable.**



Production

It is hereby agreed that the venue will make available the following technical equipment and/or other production support for all rehearsals and performance/ exhibition dates as specified above: **insert equipment and other materials here.**

And/or

It is hereby agreed that the venue will accommodate the installation of the following equipment and/or other production support for all rehearsals and performance/ exhibition dates as specified above: **insert equipment and other materials here.**

The venue will ensure that all staff at the venue are briefed about the activities taking place at the venue and welcome visitors to those activities, and direct them to further information as relevant.

Client obligation

The client will obtain their own Public Liability Insurance for the event and for any rehearsals in the run up to the date of the event.

The client will outline the content of their event and make it clear to the venue what it will entail. The client will not undertake anything that may impact negatively on the reputation of the venue.

Ticket Sales

It is hereby agreed that any income taken through ticket sales will be solely allocated to the client unless a box office split (x/x %) is pre-agreed between the client and venue. **Amend as appropriate.**

Communications

The venue shall publicise the activities, through its own networks, to include (where applicable): website, Facebook, Twitter, e-mailing list, and other online media.

The venue will act in good faith and will not make any public statements which would bring the client into disrepute.

The client will credit the venue in their own public communications wherever appropriate.

Other

Any changes and further confirmations to this Agreement shall be agreed in writing between both parties.

It is understood that both the client and the venue want the best possible outcome for the event, and artists and each other, and therefore while this agreement details specific points, it is not exhaustive and both parties will act in the spirit of the agreement.

Signed: _____
(the venue)
and

Date: _____

(the artist).

Date: _____