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**Venue Agreement Template**

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

It is NOT between the Melbourne Fringe and the artists 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, Melbourne Fringe disclaims all responsibility in relation to the accuracy and/or application of the advice contained in the following.*

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

Between: (Venue)

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

**And: (Artist)**

|  |  |
| --- | --- |
| 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 artist/producer 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\_\_\_\_\_\_\_

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** | **Artist** | **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 artist hirer** |
|  |  |  |
| **Print name** |  | **Print name** |
|  |  |  |
| **Date** |  | **Date** |