This venue hire agreement outlines the terms between the Artist and/or Producer of the Show, registered in the Melbourne International Comedy Festival, and the Venue. This is not an agreement with the Melbourne International Comedy Festival.

# **SHOW**

Name of Show:

Primary Contact:

Role (e.g. Artist/Producer)

Contact Number:

Email:

# **VENUE**

Venue:

Room (if applicable)

Capacity\*:

Address:

Contact:

Position:

Contact Number/s:

Email:

Website:

\*Capacity is the number of seats within venue available for sale at every performance. Any restricted view seats or standing room should be accounted for separately. If COVIDSafe Plan or related government restrictions change and impact capacity Venue must notify Show’s Primary Contact immediately as this may impact ticket sales and require urgent attention.

Show Dates and Start Times (write out every date and time):

Duration:

Venue availability prior to Start Time (e.g. 15 or 30min):

**VENUE HIRE**

Venue Hire Fee

$ per (e.g. show, day, week, season)

*OR*

- % of box office net of booking fees

*OR*

$ per (e.g. show, day, week, season) PLUS

- % of box office net of booking fees

Fee is due: (e.g. after each show, weekly, season conclusion, 14 days after season)

Venue Hire Deposit (if required):

**COVIDSafe PLAN**

Venue agrees to have a COVIDSafe plan that complies with government regulations that are current at the time of your performances. The plan should include provision for QR code (or other) contact tracing, cleaning procedures, hand sanitiser, capacity limits, crowd flow management.

A copy of the COVIDSafe Plan must be made available to the Show via email

**PUBLIC LIABILITY INSURANCE**

As a requirement of Venue participation in the Comedy Festival, a PLI certificate is required to be supplied

**CANCELLATION CONDITIONS AND COSTS**

NB Show’s financial obligations should performances be cancelled due to the COVID-19 pandemic or related government restrictions change

**TICKETING**

Pre-sales

1. Venue has in-house ticketing system

* Venue requires show to be 100% sold via their system
* Venue requires an allocations (%) of tickets sold via their system

1. Show is permitted to use an independent ticketing system such as, Festival Ticketing (Red61)

Venue Box Office (Door)

1. Venue sells tickets on the door for Show
2. Show provides person to sell ticket on the door

Who provides cash float and EFT machine?

When are Door sales settled with Show?

If pre-sales are held by the venue via their ticketing system, what date will box office be settled with show?

**MARKETING**

The Show will manage and pay for all Marketing and Advertising. This includes print advertising, online marketing, social media, inviting press and peers, artwork, printing and distribution of posters and flyers.

The Venue agrees to list the Show in any promotional print material, such as, street press.

The Venue agrees to promote the Show via EDM to customers.   
Database numbers and frequency of Show promotion?

The Venue agrees for Show posters to be displayed in Venue.

**ACCESSIBILITY**

Is there accessibility for people:

* + who use wheelchairs or walking aids
  + with vision or hearing impairment
  + a stage area for AUSLAN interpreters with clear sightlines
  + a safe space for audiences during RELAXED performances

**LOAD IN AND OUT OF VENUE**

Bump in date and time:

Venue Contact

Phone

Show Contact

Phone

Bump out Date and time:

Venue Contact

Phone

Show Contact

Phone

Details of Loading Zones and access to building:

Any further details to this agreement:

Signed by

For or on behalf of the Venue:

|  |  |
| --- | --- |
| NAME: | DATE: |
| SIGNATURE:      For or on behalf of the Show: |  |

NAME: DATE:

SIGNATURE: