

VENUE AGREEMENT TEMPLATE

This is a written agreement between the Venue and the Show listed below for the duration of the 2019 Melbourne International Comedy Festival 27 March – 21 April.

This agreement outlines the terms of engagement discussed between the Artist or Producer for the Show registered in the 2019 Melbourne International Comedy Festival and the Venue Manager or Representative of the Venue.

SHOW

Name of Show: _____

Contact: _____

Contact Number: _____

Email: _____

Role in Show: _____ (producer/director/artist?)

VENUE

Name of Venue and/or Room at Venue: _____

Contact: _____

Address: _____

Contact Number: _____

Email: _____

Role at Venue: _____ (Venue Manager/Owner?)

Capacity of Room: _____ This is the agreed to amount of chairs and/or people that are expected to be in the Venue/Room each night, and amount of seats to be put on sale for each show. Both parties agree to not go over or under this capacity, in respect of the health and safety of audiences, performers and staff, as well as any OH&S and liquor licensing regulations.

Show Dates: _____

Show Time(s):

The Venue/Room will be available to the performers/producers and other designated representatives of the Show at these times daily: _____

The Venue agrees to clean the Venue/Room everyday of any glasses, rubbish, lost clothing, food, etc. and arrange vacuuming and mopping where necessary on a regular basis throughout the Comedy Festival 2019.

Details to be listed here: _____

The Artists/Producers agree to leave the Venue/Room and areas used by the Show and associated performers and people, in a reasonable state after every show, including packing up and storing props appropriately, safely and in a tidy fashion. Cleaning up any mess created during the show including spilling of liquids, food, paint, makeup, powder, rubbish, with equipment provided either by the Artist/Producer or the Venue on agreement.

These details are: _____

The Venue Hire Amount is: \$ _____ / night, week or season (circle)

The Venue Hire Amount will be paid to the Venue by the Artist/Producer

- A) At the end of the season
- B) On a weekly basis
- C) Upfront at the beginning of the Season
- D) The Venue will take the Venue Hire amount out of box office takings at settlement

The Venue will/will not provide ticketing support for the Show including set up of

ticketing, on sale date of _____, box office staff, regular reports or login details for the artist/producer to access sales facts and figures, and

settlement of box office takings minus _____% by date: _____

The Show will/will not set up own ticketing and manage ticket sales. The Artist/producer will be responsible for all ticketing reports and liaising with the venue daily about ticket sales.

Box Office and Front of House

The Venue will/will not provide a Box Office Attendant at the Venue daily. The Venue will/will not provide somewhere for tickets to be bought at the Venue (on the door) and someone to sell tickets (at the door).

The Venue will/will not provide Front of House staff to assist with seating people in the Venue/Room

If the Venue do not provide Box Office and Front of House staff the Artists/Producers of the Show agree to provide people to assist with this for every show. The Artist/Producers are not entitled to pay any ticketing fees to the Venue if they (of the Show) manage the ticketing and provide staff.

Marketing

The Artists/Producers will manage and pay for all Marketing and Advertising associated with the Show. This includes print/street press advertising, online marketing, social media event pages and advertising, inviting press and peers, artwork, printing and distribution of posters and flyers and flyering of the Show.

The Venue agree to list the Show in any promotional material in street press, online advertising of gigs, and any (e)mail outs during the lead up to and during the dates of the Melbourne International Comedy Festival 27 March – 21 April 2019.

Load in and out of Venue:

The Bump in and Bump out times and details are as follows:

Bump in date and time:

Contact person at Venue:

Contact person for Show:

Bump out Date and time:

Contact person at Venue

Contact Person for Show:

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: