



# Crooked Timber Theatre

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Member of Equity, Br UNIMA, Puppeteers UK

## **PERFORMANCE BOOKING AGREEMENT**

i) This document is to confirm the contractual arrangements between .....  
(The Client) and the visiting company **Crooked Timber Theatre**.

I, **GEMMA KHAWAJA** on behalf of **CROOKED TIMBER THEATRE** ('The Company') will provide the following entertainment as agreed:

### **TITLE OF SHOW :**

Liang And The Magic Paintbrush

### **ii) For (CLIENT):**

.....  
Lead Contact Name:

Address:

Email:

Tel:

### **AGREED DATE AND TIME OF PERFORMANCE(S):**

### **VENUE:**

Address:

Postcode:

Tel:

### **iii) FEE ARRANGEMENTS:**

**1 x performance:**

**Travel:**

**Accommodation:**

### **TOTAL AGREED FEE:**

(The company is not VAT registered)

*The company will issue an invoice to the client. Payment must be made within 28 days of invoice date. Payment can be made by cash, cheque payable to GEMMA KHAWAJA or by BACS payment. (BACS account details on invoice).*

**iv) The Company (Crooked Timber Theatre) agrees to:**

- 1) Provide sound and lighting equipment for the performance.
- 2) Provide 250 A5 flyers and 30 A4 posters (THE CLIENT is responsible for overprinting).
- 3) Provide press copy and digital publicity photographs at a resolution of 300dpi.
- 4) Advertise the performance on the company website.
- 5) Liaise with the promoting group well in advance about practical arrangements and get-in/get-out times.

Thereafter THE CLIENT arranges all publicity and marketing of the show.

The company is fully covered by adequate public liability insurance and accepts responsibility for the safety, efficient working order and good repair of any equipment introduced by the company into the venue.

The company is responsible for making any tax payments directly to HMRC. The company is responsible for paying National Insurance contributions.

**v) The Client.....agrees to:**

- 1) Provide tickets for the above event.
- 2) Take responsibility for overprinting publicity materials and promoting the event.
- 3) Provide a free parking space for small van near to the entrance.
- 4) Provide light refreshments on arrival.  
Ensure the performance area is clear, clean and available between the times indicated below to allow time for set up and dismantling either side of the scheduled performance.

**From:.....To: .....**

**vi) CANCELLATION ARRANGEMENTS**

In the event of the performance being cancelled, the following conditions shall apply:

1. In situations where both the visiting company and the local promoting group agree that cancellation is unavoidable and is caused by circumstances beyond the control of either party (i.e. not by default or neglect) the contract should be cancelled and costs apportioned by mutual agreement.
2. In situations where a performance is cancelled on one side or the other more than six months before the performance was due to take place (allowing time for the side not at fault to rebook) the side at fault should cover any costs incurred by the other side in preparation for the performance.
3. In situations where a performance is cancelled due to a fault on one side or the other up to ten weeks before the performance was due to take place (leaving the side not at fault no chance of rebooking) two alternatives are possible:
  - If the side at fault is the promoting group they should pay 1/3 of the agreed fee for the performance or offer a new performance date.
  - If the side at fault is the visiting company, they should cover any costs incurred by the promoting group or the Scheme in preparation for the performance and negotiate additional compensation either in the form of a penalty fee or discounts.

**vii) FINAL AGREEMENT**

If you are willing to accept the terms offered in this contract, including the Fee Arrangements **(Part iii)** and the Cancellation Arrangements **(Part vi)** which form part of this contract, please sign both copies and return one signed copy to Crooked Timber Theatre.

Signed:

Date:.....

Name: Gemma Khawaja

(On behalf of Crooked Timber Theatre Company)

I agree to the terms set out in this contract

Signed:.....Date:.....

Name:

(On behalf of The Client.....)