Network Theatre Company

Production Agreement

Putting on a Network Theatre Company production has some unique characteristics, due to a combination of factors such as:

- our status as an unincorporated members club, governed by a constitution
- health & safety and insurance considerations
- intellectual property rights of plays, music, images, etc.
- the club licence and lease applying to our premises, Network Theatre

Therefore Network Theatre Company (*we*) need the person responsible for a production (*you*, the Director or Producer) to acknowledge that you have read and understood the ***Production Handbook*** and ***Theatre Users Guide***, and that you will comply with their contents and with any other requirements set by the Committee.

Please take time to understand the roles played by you, your cast, crew, and our departments, working together on all aspects of the production to ensure it is successful for everyone, including the audience. Most importantly, **you are responsible for**:

- Ensuring that all participants are members, and that Subscriptions and Participation fees are paid. This is a club licence requirement.
- Agreeing a production budget with the Treasurer **in advance** of incurring any expenses, and keeping to this budget unless you have their explicit agreement. You are also responsible for collating receipts and submitting expense claims. We operate on very tight finances in order to meet the high costs of running a theatre company in central London.
- Making best use of our existing facilities, services and available expertise. This is to avoid wasting money when we already have what's needed.
- Using the theatre premises and contents in compliance with the Theatre Users Guide.
- Complying with legal requirements, such as:
  - Licensing and Smoke-free regulations
  - Health & Safety concerns
  - Emergency procedures
  - Waste & Recycling
  - Intellectual property rights
- Actively encouraging all participants to persuade their family/friends/colleagues to buy tickets, and to buy them early. There's nothing like an advance sell-out for morale!
- Following the rules on issuing complimentary tickets only via the Box Office.
- Attending committee meetings during your rehearsal period.

In return, the Committee will provide you with all the help and support you need to make the show a success. On the reverse of this form you will find details of who to contact for further assistance or with specific queries on all areas of production.

Production Name _____ Production Dates _____

I have read and understood the above, and the Production Handbook and Theatre Users Guide, and acknowledge their contents. I am aware of, and will comply with, the important points they cover.

Print name _____ Role _____

Signed _____ Dated _____

Countersigned on behalf of Network Theatre Company

Print name _____ Position _____

Signed _____ Dated _____

Network Theatre Company

Useful Contacts

Here are the people you should contact for help and guidance on specific areas of your production.

Nature of query	Who to contact	Email address
Performing rights	Chairman	chairman@networktheatre.org
Budgeting, expenses	Treasurer	treasurer@networktheatre.org
Production updates, committee meetings	Secretary	secretary@networktheatre.org
Cast and crew membership, payment of fees	Membership Secretary	membership@networktheatre.org
Performance dates, booking rehearsal slots at Network and elsewhere	Diary Manager	diary@networktheatre.org
Publicity, poster, programme, advance ticket sales	Marketing Manager	marketing@networktheatre.org
Newsletter articles, reviews	Newsletter Editor	news@networktheatre.org
Premises facilities	Theatre Manager	theatre@networktheatre.org
Stage management, lighting, sound, set building, etc.	Technical Director	tech@networktheatre.org
Front of House operations	Company FOH Manager	foh@networktheatre.org