

Church Letter of Agreement – Gaining Useful Information

Dear

I am delighted to confirm your participation in [name of project].

To ensure that we can prepare carefully for the project, I would appreciate it if you could check and complete the details listed below and sign and return this form by [date required back].

Letter of Agreement

Venue:

Address:

Contact details:

Company: [Your company name, address, tel no]

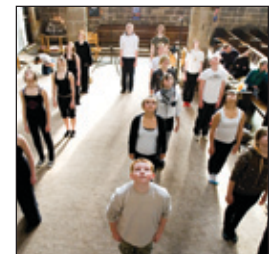
Event:

Date:

Time of Performance:

Expected audience number:

Timings:	Get In dancers	x
	Get in Technical team	x
	Rehearsals	x
	Get Out	x



Services

- Ticketing: Tickets to be sold through local office on
- Car Park: [Company Name] has the use of parking spaces
- Stewards: The Church will provide staff for the event
- Education: The Church has been made available on the following dates for rehearsals.
- Finance: [State payment arrangement / agreed fee]
- Technical requirements: The Company will be bringing [e.g. a lighting desk and lights] into the Church and will require access to the venue on the dates outlined above.
- Cancellation: If you wish to cancel your booking. You will need to let [company name] know as soon as possible either by telephone or in writing. You will then receive a cancellation invoice, detailing any charges as shown in our cancellation table. No booking is cancelled until such a cancellation invoice is issued by us, so you should ensure you receive one in order to avoid incurring extra costs.

No. of Days before Performance Cancellation Charge of £500

7 – 10 days	100%
11 – 28 days	75%
29 days – 3 months	50%
3 – 6 months	25%



I have read and completed Appendix A – Questionnaire

Authorised Signatures

For and on behalf of Company

For and on behalf of Venue

Signature: _____

Signature: _____

Name: [Your Name]

Name:

Position: [Your position]

Position: _____

Date: _____

Date: _____

Appendix A - Questionnaire

1. Seating		
a	if the venue has its own seating, is it fixed or removable?	
b	who will set out the chairs? Is there a caretaker or will [company name] staff have to set them out?	
c	what is the seating capacity?	
d	are there any restricted views? For example, where in the Church are the pillars, pulpit and font?	
e	will the seating be reserved or unreserved?	
2. Ticketing/box office		
a	does the venue have an outlet for selling tickets in advance, e.g. Church shop or school office?	
b	if the venue doesn't have an outlet, is there another outlet where tickets can be sold in advance, e.g. tourist information centre, local council public information office (often known as 'one stop shops') or nearby venue which does have its own box office?	
c	is there a facility for accepting credit card bookings or will tickets be available for cash or cheque only?	
d	who will sell tickets on the night of the event? Does the venue have volunteers or staff available to do this or will you have to do this yourself? Is there a table or desk available or will you have to bring your own table?	
e	do you need to have tickets printed?	
3. Marketing Support		
a	does the Church have a marketing department?	
b	how many flyers / posters are required? Sizes?	
c	where can the Church (?) distribute posters /flyers?	

d	does the Church have access to press lists, mailing lists, newsletters, website?	
e	what are the possibilities for inclusion in church newsletters / brochures?	
f	when do they need the information by?	
g	is there a Notice Board inside & outside?	
4. Stewards		
a	does the venue have its own stewards or will you have to organise stewards yourself?	
b	will the stewards require contracting and paying separately to the hire of the venue?	
c	are there any conditions on the number and type of stewards required under the terms of the contract to hire the venue, e.g. do they have to be 'qualified doorpersons'?	
d	who will be the official first aider?	
e	will there be anyone to introduce the show and make health & safety announcements?	
5. Front of house facilities		
a	is there a foyer (or vestibule or porch) or does the entrance open directly into the hall? If there is no foyer, where will latecomers wait, particularly in bad weather?	
b	how many entrances are there? Will all of them be open?	
c	is there access for disabled patrons? Is this the same as the main audience entrance, or will a separate entrance have to be opened and stewarded?	
d	what toilet facilities are there and are these shared with the performers? In many churches there are a limited number of toilets, perhaps none available for audience members	
e	can the audience lighting be dimmed during the performance, or will all lights have to be left on?	
f	how long does it take for the heating in the main seating area to warm up? Does a special request have to be made for the heating to be switched on early?	

6. Car parking		
a	is there sufficient parking for audience members along with performers' and technical vehicles? where is there alternative parking?	
7. Refreshments		
a	is there a suitable area for serving refreshments? If so, does the venue have appropriate staff or volunteers available for this?	
8. Show management		
a	who will run the show on the night of the event? Who will signal for the start of the show from front of house and how will that message get backstage?	
9. Green Room		
a	are there suitable changing facilities/toilets for dancers / education groups?	
10. Education		
a.	does the Church have a designated education officer?	
b.	do they have contact lists of target education groups?	
c.	are the children going to perform in the show?	
d.	are the children going to participate in the workshops in the Church?	
e.	what times can children rehearse in Church?	