**ARTS ALIVE COMPANY APPLICATION FO****RM 2022**

Dear Company,

Please use this form to provide us with your details.We launch our new Menu in March each year. If you are successful, we will contact you in May/June to discuss booking requests. Please read our Terms & Conditions, available on our website, before applying. On our website you will find other documents useful for rural touring. Please do get in touch if you have any queries. **The Live Team**

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| **COMPANY INFORMATION** |
| Company Name |  |
| Contact Name |  |
| Company Address |  |
| Phone (landline) |  | Mobile number |  |
| Email address |  |
| Website |  |
| Facebook Tag(s) |  |
| Twitter Tag(s) |  |
| Instagram Tag(s) |  |
| Are you VAT Registered?  | Choose an item. | Are you an Arts Council NPO? | Choose an item. |

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| **SHOW INFORMATION** |
| Show Title |  |
| Please provide approx. 70 words of promotional copy for your show |  |
| Is there anyone who MUST be credited in our marketing? e.g. author, photographer etc. If yes, please provide details. |  |
| Is the show funded by Arts Council England? | Choose an item. |
| Target Audience Age | (If stating e.g. “family” or “adults”, please also state an age range) |
| Have you toured this show with other rural touring schemes? If Yes, please list them. |  |
| [Dates you are available/ or have pencilled in with Arts Alive?](#Dates)  |  |
| Do you tour your own lights? | Choose an item. | Do you tour your own PA / sound? | Choose an item. |
| If no to lights and PA, what are your minimum technical requirements at a venue?  |  |
| Is Blackout Required? | Choose an item. |
| Does the show include any Special Effects or effects / props that may affect the audience or the venue? If yes, please provide details and include these in your Show Risk Assessment |  |
| Performance Space Needed (in metres)  | Width: | Depth: | Height to ceiling: |
| Do you prefer/ need a stage? | Choose an item. | Layout preferred | Choose an item. |
| If other, please specify |  |
| Length of get in time required  | (Includes set up, rehearsal, and statutory breaks as necessary) |
| Length of get out time required  |  |
| Total show running time (including interval) |  | Interval duration (mins) |  |

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| **FEES AND COSTS** |
| Cost of **one** performance  | £ |
| What discount do you offer for two or more performances booked with Arts Alive?  |  |
| Does the fee quoted include travel costs? | Choose an item. | If no, please give TOTAL cost (no estimates) | £ |
| Does the fee quoted include accommodation costs?  | Choose an item. **(Please note: Arts Alive does not book accommodation or offer homestay, so you will need to make your own arrangements)** |
| Would you like venue promoters to provide refreshments?  | Choose an item. |
| If yes, please specify any dietary requirements |  |
| Total number of cast + crew | Choose an item. |
| **International companies** – we pay via Paypal. Please provide your Paypal account details here: |  |
| **WORKSHOPS** |
| Do you offer workshops? | Choose an item. |
| If yes, please provide a brief description. |  |
| What is the workshop fee?  |  |
| Maximum no. of participants? |  |
| Age range of participants? |  |
| Do workshops leaders have a current advanced DBS check? | Choose an item.**(Please note this is a requirement for safeguarding)** |

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| **MARKETING INFORMATION** |
| **\*\*PLEASE PROVIDE A GOOD QUALITY HIGH RESOLUTION IMAGE, SUITABLE FOR PRINTED AND DIGITAL PUBLICITY, WITH THIS APPLICATION\*\* (NO TEXT PLEASE)** | [ ]  Image attached |
| Dropbox link for publicity |  |
| Youtube trailer link |  |
| Vimeo trailer link |  |
| If your application is successful can you provide the following?(**print costs must be included in your show fee and not charged separately**) Deadline for print: at least 8 weeks before show | [ ] A4 posters[ ] A5 flyers | [ ] A3 posters[ ] E-flyer |

**IF YOUR SHOW IS BOOKED BY ARTS ALIVE, YOU AGREE THAT:**

* You will pay at least industry standard (UKTheatre/ Equity/ITC) minimum salaries. Companies will confirm this by signing the contract.
* You will have in place for the booking(s):
	+ current Public Liability Insurance
	+ show Risk Assessment
	+ if applicable, DBS certificates in place for the booking(s).

Companies will confirm this by signing the contract

* **Information on this form will be used to produce your contract and so must be accurate and up to date. Please inform us of any changes PRIOR TO CONTRACTING.**
* **Arts Alive will not be held responsible for matters arising from changes you make after contracts have been agreed**
* **I have read and understood the Arts Alive Company Terms & Conditions**

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| --- | --- | --- | --- |
| Form completed by |  | Date |  |

Please send completed forms with attachments to jules@artsalive.co.uk

**Please do not send PDFs.**

If you would like to discuss this application form, please ring the Live Team on 01588 620883 Opt.1

Z:/Shared Drives/Arts Alive Shard Drive/21-22/Admin/Forms/Company Application Form BLANK 2022 (revised/approved CM 15-09-21)