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

**Dear Company,**

**Please use this form to provide us with your details. Please note that if we book your show, the 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.**

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

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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? |  | | |
| Target Audience Age |  | | |
| 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? |  | | |
| Do you tour your own PA/sound? |  | | |
| If No to lights and PA, what are your minimum technical requirements? |  | | |
| Is Blackout Required? |  | | |
| 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: |
| Layout Needed  (Please click on drop down menu) | Choose an item. | | |
| If other, please specify |  | | |
| Do you prefer/ need a stage? |  | | |
| Length of get in time required | (Includes set up, rehearsal, and statutory breaks as necessary) | | |
| Length of get out time required |  | | |
| Show running time. Please include interval duration, if relevant |  | | |

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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? |  |
| If no, please provide cost details | £ |
| Does the fee quoted include accommodation costs? (**Please note: Arts Alive does not book accommodation or offer homestay, so you will need to make your own arrangements**) |  |
| Total number of cast + crew |  |
| Would you like venue promoters to provide refreshments? |  |
| If yes, please specify any dietary requirements |  |
| **International companies** – we pay via Paypal. Please provide your Paypal account details here: |  |

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| **WORKSHOPS** | |
| Do you offer workshops? |  |
| 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? |  |

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| **MARKETING INFORMATION** | | |
| If your application is successful can you provide the following? | A5 fliers  A4 posters | A3 posters  E-flyer |
| Please give Youtube trailer links |  | |
| Please give Vimeo trailer links |  | |

All companies booked by Arts Alive **must** pay at least industry standard (UKTheatre/ Equity/ITC) minimum salaries. Companies will confirm this by signing the contract.

**Please ALSO send the following attachments with this form:**

A copy of your public liability insurance certificate

A good high resolution photographic image to advertise the show (no text please)

A copy of your show Risk Assessment

A copy of any DBS certificates, if required

|  |  |
| --- | --- |
| Date form completed |  |

Please send completed forms with attachments to [cerin@artsalive.co.uk](mailto:cerin@artsalive.co.uk). **Please do not send PDFs.**

If you would like to discuss this application form, please contact Cerin on 01588 620883 Opt.1 or email cerin@artsalive.co.uk

Z:/Shared Drives/Arts Alive Shard Drive/21-22/Admin/Forms/Company Application Form BLANK 2021 (revised May 2021)