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| **Last updated:** | **08.09.17** | **Information for Visiting Manager:**  *Please check this Deal Memo and advise of proposed changes, then sign and date page 5.* | | | | | | |
| **1.0** | **Visiting Manager** | ***Visiting Manager to complete all areas marked in green.*** | | | | | | |
| 1.1 | Company Name | Coda | | | | | | |
| 1.2 | Address  Inc. postcode | Please complete | | | | | | |
| 1.3 | Contact Name | Rob Challis | | | | | | |
| 1.4 | Mobile Tel |  | | | | | | |
| 1.5 | Office Tel |  | | | | | | |
| 1.6 | Email | rob@codaagency.com | | | | | | |
| 1.7 | VAT No (if applicable) |  | | | | | | |
|  |  |  | | | | | | |
| **2.1** | **Production Name** |  | | | | | | |
| 2.1.1 | Named Artist | Nadine Shah | | | | | | |
| 2.1.2 | Billing (i.e. production name and any additional credits for promotional titling) |  | | | | | | |
| 2.1.3 | Running Time |  | | | | | | |
| 2.1.4 | Doors open | 7pm | | | | | | |
| 2.1.5 | Start of Performance: | 7:30pm (this is when the evening performance will begin – further info on running order will be forwarded soon). | | | | | | |
| 2.1.6 | Interval | Yes | | | | | | |
| 2.1.7 | # Performances | 1 | | | | | | |
| 2.1.8 | # Members of Touring Company |  | | | | | | |
| 2.1.9 | Access Requirements of Touring Company |  | | | | | | |
| 2.1.10 | Production Transport  *Visiting Manager to cover any parking charges* |  | | | | | | |
| **2.2** | **Access Performance Details**  Visiting Manager to notify Hull 2017 where an access performance is available. Hull 2017 reserves the right to programme access performances through prior agreement with the Visiting Manager for specified performances. | | | | | | | |
| 2.2.1 | BSL (British Sign Language) Interpreted | No | Additional detail (e.g. DVD recording of full show for BSL interpreter) | | |  | | |
| 2.2.2 | Captioned Performance | No | Additional detail (e.g. technical requirements for captioning equipment) | | | N/A | | |
| 2.2.3 | Relaxed Performance | No | Additional detail (e.g. technical requirements/recommendations for effective delivery) | | | N/A | | |
| 2.2.4 | Other Access Performance | No | Please give further details | | | N/A | | |
|  |  |  | | | | | | |
| **3.1** | **Technical & Staffing** | **Venue 1** | | | | | | |
| 3.1.1 | Venue 1 Name | Hull Venue | | | | | | |
| 3.1.2 | Venue 1 Address | Hull Venue | | | | | | |
| 3.1.3 | Perf dates & performance start times | Thursday 7: Substance Future Forum as part of panel discussions.  Friday 8: Substance Festival. Performance – which this deal memo will refer to. | | | | | | |
| 3.1.4 | Staffing | Crew for get in | | tbc | | | | |
| Show call | | tbc | | | | |
| Crew for get out | | tbc | | | | |
| Other technical | |  | | | | |
| 3.1.5 | Seating configuration | standing | | | | | | |
| House capacity | 500 tbc | | | | | | |
| 3.1.6 | Estimated get-in time |  | | | | | | |
|  | Estimated get-out time |  | | | | | | |
| 3.1.7 | Extra staffing required |  | | | | | | |
| 3.1.8 | Equipment required |  | | | | | | |
| 3.1.9 | Production includes performers aged 17 or below | Hull 2017 shall endeavour to meet Visiting Manager requirements as detailed in the Visiting Manager's Technical Rider, LX Plan and Focus Notes, subject to reasonable adjustments in line with the technical resources available at each venue and the capacity of the venue. Any changes will be agreed in advance. | | | | | | |
| 3.1.10 | Access Performance - BSL/Relaxed/Captioned, etc. | | | Yes |  | | No | **X** |
| 3.1.11 | Workshops, Talkbacks, Learning & Participation (Please give details of offer) | | | TBC | | | | |
| 3.1.12 | Workshops, Talkbacks, Learning & Participation (Please give details of offer) | | | Visiting Manager to ensure that the Named Artist(s) availability for Press and promotional opportunities. | | | | |
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| **4.0** | **Financial terms**  *See definitions for details of commissions off the top* | | A guarantee of £3,000 + VAT in favour of the Visiting Manager.  No royalties will be paid.  Visiting Manager to cover any costs relating to press & media activity with artists in advance and during the festival.  Visiting manager to cover all travel and accommodation expenses from within the fee. | | | | | | | | | | | | | | | | | | | | |
| 4.1 | *On Sale Date* | | w/c 2 October 2017 | | | | | | | | | | | | | | | | | | | | |
| 4.2 | Other factors | | *Comp policy / Guest List* | | | | | | **4** comps for Visiting Manager per performance at each venue  **8** comps for Hull 2017 per performance at each venue | | | | | | | | | | | | | | |
| 4.3 | Ticket prices | | *Published Price* | | | | | | £5.00 Adult tbc | | | | | | | | | | | | | | |
| *Booking Fee* | | | | | | 50p per ticket | | | | | | | | | | | | | | |
| 4.4 |  | | *Standard discounts* | | | | | | *Concessions* | | | | | | | |  | | | | | | |
| *Disabled/companion* | | | | | | | |  | | | | | | |
| *Groups 20+* | | | | | | | | N/A | | | | | | |
| *Schools* | | | | | | | | N/A | | | | | | |
|  | *Published price: gross ticket price for the Visiting Manager, subject to VAT & card transaction commission deductions* | | | | | | | | | | | | | | | | | | | | | | |
| 4.5 | Marketing contra | | N/A | | | | | | | | | | | | | | | | | | | | |
| 4.6 | Technical contra | | N/A | | | | | | | | | | | | | | | | | | | | |
| 4.7 | PRS contra | | N/A | | | | | | | | | | | | | | | | | | | | |
| 4.8 | Other contra | | N/A | | | | | | | | | | | | | | | | | | | | |
| 4.9 | Date of final settlement | | N/A | | | | | | | | | | | | | | | | | | | | |
|  | Definitions | |  | | | | | | | | | | | | | | | | | | | | |
|  | Gross box office | | Total box office income received by the Resident Manager and its agents for admission to performances of the production. | | | | | | | | | | | | | | | | | | | | |
|  | Net box office | | Gross box office income after deducting an amount equivalent to the prevailing standard rate of Value Added Tax (VAT), financial transaction charges of 5% on gross ticket sales, discounts, refunds, bad debts and royalties if applicable. | | | | | | | | | | | | | | | | | | | | |
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| **5.0** | **Marketing & Box Office** | | | | | | | | | | | | | | | | | | | | | | |
| 5.1 | Leaflets required | | A6 | | | | tbc | | | | A5 | | | tbc | | | |  | | | | | |
| 5.2 | Posters required | | A4 | | | | tbc | | | | A3 | | | tbc | | | | A1/A0 | | | | 10 | |
| 5.3 | Other required | | N/A | | | | | | | | | | | | | | | | | | | | |
| 5.4 | Print to be delivered by | | Or 12 weeks in advance of performance whichever is earlier | | | | | | | | | | | | | | | | | | | | |
| 5.5 | Programme available | | **Yes** | | | |  | | | | **No** | | |  | | | | **Cost per unit (£/Free)** | | | |  | |
| Programme / Merchandise commission | | **Please note:**  The Visiting Manager must notify Hull 2017 at the point of contracting if merchandise is going to be made available  A standard fee of £50 is applied by Hull 2017 to the Visiting Manager where the Visiting Manager requires Hull 2017 to sell programmes and/or merchandise.  All enquiries regarding the sale of merchandise should be directed to Hull 2017, whose rules will apply. | | | | | | | | | | | | | | | | | | | | |
| 5.6 | Age guidance | |  | | | | | | | | | | | | | | | | | | | | |
| 5.7 | Please indicate if this show includes:  (X all that apply) | | Violence | | | | | | |  | | Strobe lighting effects | | | | | | | | |  | | |
| Nudity/sexual content | | | | | | |  | | Smoking | | | | | | | | |  | | |
| Strong language | | | | | | |  | | Pyrotechnics | | | | | | | | |  | | |
| Other (please detail) | | | | |  | | | | | | | | | | | | | | | |
| 5.8 | Copy & image due by | | 18/09/2017 | | | | | | | | | | | | | | Please email to: [martin.atkinson@hull2017.co.uk](mailto:martin.atkinson@hull2017.co.uk) | | | | | | |
| 5.9 | Marketing/Comms materials available | |  | | Production shots | | | | | | | |  | | Press reviews | | | | | | | | |
|  | | Video trailer | | | | | | | |  | | Other | | | | | | | | |
| 5.10 | Artist(s) available for Media | | Yes | | | |  | | | | No | | |  | | | | Dates available | | | |  | |
| 5.11 | Education Pack available | | Yes | | | |  | | | | No | | |  | | | |  | | | | | |
| 5.12 | Details of workshops available and dates | |  | | | | | | | | | | | | | | | | | | | | |
|  |  | | | | | | | | | | | | | | | | | | | | | | |
| **6.0** | **Photography & Filming** | | | | | | | | | | | | | | | | | | | | | | |
|  | *Mutual consent is required in advance of any filming, TV, recording, broadcast, webcast etc. Facility fees may apply. Seats shall not be held by Hull 2017 for camera positions unless specified in writing by the Visiting Manager in advance of general sale, with advance payment for the value of the seats.*  *Hull 2017 reserves the right to engage film-makers and photographers to document the performance, as well as the pre-show and post-show audience experience for use in marketing and promotional materials.Yes, the crsips* | | | | | | | | | | | | | | | | | | | | | | |
| 6.1 | The Visiting Manager would like to request permission to hold off seats for camera positions. Please note that advance payment must be made for the full value of the seats. | | | | | | | | | | | | | | | Yes | | |  | No | | |  |
| 6.2 | Please give any essential details of the performance, which may be of assistance when planning film and photography. | | | | |  | | | | | | | | | | | | | | | | | |
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| **7.0** | **Travel & Accomodation** | | | | | | | | | | | | | | | | | | | | | | |
| 7.1 | Travel provided | | No | | | |  | | | |  | | |  | | | |  | | | | | |
| 7.2 | Nos. outward travel | |  | | | | | | Nos. return travel | | | | | | | |  | | | | | | |
| 7.3 | Outward travel | | Date |  | | | | | Departure Location | | | | | | | |  | | | | | | |
| Time |  | | | | |
| 7.4 | Return travel | | Date |  | | | | | Departure Location | | | | | | | |  | | | | | | |
| Time |  | | | | |
| 7.5 | Accommodation provided | | Yes | | | |  | | | | No | | |  | | | |  | | | | | |
| 7.6 | Nos. accommodation | | 2 rooms for 2 nights | | | | | | | | | | | | | | | | | | | | |
| 7.7 | Access requirements | |  | | | | | | | | | | | | | | | | | | | | |
| 7.8 | Check in date | |  | | | | | | | | | | | | | | | | | | | | |
| 7.9 | Check out date | |  | | | | | | | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | | | | | | | | | |
| **Visiting Company Contacts** | | | | | | | | | | | | | | | | | | | | | | | |
| Dept | | Name & Title | | | | | | | Email | | | | | | | | Telephone | | | | | | |
| Programming | |  | | | | | | |  | | | | | | | |  | | | | | | |
| Marketing | |  | | | | | | |  | | | | | | | |  | | | | | | |
| PR Comms | |  | | | | | | |  | | | | | | | |  | | | | | | |
| Technical | |  | | | | | | |  | | | | | | | |  | | | | | | |
| Administration | |  | | | | | | |  | | | | | | | |  | | | | | | |
| Finance | |  | | | | | | |  | | | | | | | |  | | | | | | |
| Learning & Participation | |  | | | | | | |  | | | | | | | |  | | | | | | |
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| **Hull UK City of Culture 2017 Contacts** | | | | | | | | | | | | | | | | | | | | | | | |
| Dept | | Name & Title | | | | | | | Email | | | | | | | | Telephone | | | | | | |
| Exec Producer | | Sam Hunt | | | | | | | [Sam.hunt@hull2017.co.uk](mailto:Sam.hunt@hull2017.co.uk) | | | | | | | | 07968855187 | | | | | | |
| Producer | | Martin Atkinson | | | | | | | [martin.atkinson@hull2017.co.uk](mailto:martin.atkinson@hull2017.co.uk) | | | | | | | | 07721754934 | | | | | | |
| PR Comms | | Ben McKnight | | | | | | | [Ben.mcknight@hull2017.co.uk](mailto:Ben.mcknight@hull2017.co.uk) | | | | | | | | 07718 100793 | | | | | | |
|  | | Alix Johnson | | | | | | | [Alix.johnson@hull2017.co.uk](mailto:Alix.johnson@hull2017.co.uk) | | | | | | | | 01482 318 921 | | | | | | |
| Technical | | Chris Clay | | | | | | | [Chis.clay@hull2017.co.uk](mailto:Chis.clay@hull2017.co.uk) | | | | | | | | 07771 788 221 | | | | | | |
| Digital | | Eleanor Churchill | | | | | | | [eleanor.churchill@hull2017.co.uk](mailto:eleanor.churchill@hull2017.co.uk) | | | | | | | | 07730463727 | | | | | | |
| Learning & Participation | | Ian Read | | | | | | | [Ian.read@hull2017.co.uk](mailto:Ian.read@hull2017.co.uk) | | | | | | | | 07894 322092 | | | | | | |
| Box Office | | David Watson | | | | | | | [boxoffice@hull2017.co.uk](mailto:boxoffice@hull2017.co.uk) | | | | | | | | 01482 30 2017 | | | | | | |

FOR HULL 2017 OFFICE USE Before Sending:

Sign off confirmed from Project  
Executive Producer Producer