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| **Last updated:** | **03.04.17** | **Information for Visiting Manager:**  *Please check this Deal Memo and advise of proposed updates.* | | | | | | |
| **1.0** | **Visiting Manager** | ***Visiting Manager to complete all areas marked in green.*** | | | | | | |
| 1.1 | Company Name | A Firm of Poets | | | | | | |
| 1.2 | Address  Inc. postcode | Flat 4,  12 St. John’s Square,  Wakefield,  WF1 2RA. | | | | | | |
| 1.3 | Contact Name | Ralph Dartford | | | | | | |
| 1.4 | Mobile Tel | 07713 457 492 | | | | | | |
| 1.5 | Office Tel | N/A | | | | | | |
| 1.6 | Email | ralph@afirmofpoets.com | | | | | | |
| 1.7 | VAT No (if applicable) | N/A | | | | | | |
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| **2.1** | **Production Name** | Word on the Street | | | | | | |
| 2.1.1 | Named Artist | TBC - To include:  1 x Headline Act  1 x Support Act (local) 1 x Workshop Participant Act  1 x MC | | | | | | |
| 2.1.2 | Billing (i.e. production name and any additional credits for promotional titling) | For BACK TO OURS:  A Firm of Poets presents  Word on the Street  In collaboration with Wordlife and Freedom Festival  For FREEDOM FESTIVAL 2017 Presentation  A Firm of Poets presents  Word on the Street  In collaboration with Wordlife and Back To Ours Festival | | | | | | |
| 2.1.3 | Running Time | 2hr 30minutes | | | | | | |
| 2.1.4 | Doors open | 30 minutes before show start time | | | | | | |
| 2.1.5 | Start of Performance: | 7.30pm | | | | | | |
| 2.1.6 | Interval | TBC | | | | | | |
| 2.1.7 | # Performances | 3 | | | | | | |
| 2.1.8 | # Members of Touring Company | 6 | | | | | | |
| 2.1.9 | Access Requirements of Touring Company | NA | | | | | | |
| 2.1.10 | Production Transport  *Visiting Manager to cover any parking charges* | NA | | | | | | |
| **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) | | | N/A | | |
| 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 | The Freedom Centre | | | | | | |
| 3.1.2 | Venue 1 Address | 97 Preston Rd,  Hull,  HU9 3QB. | | | | | | |
| 3.1.3 | Perf dates & performance start times | Tue 30th May 2017, 7.30pm | | | | | | |
| 3.1.4 | Staffing  *Provided by Hull 2017: Additional staffing charged at £15ph+VAT single time or £30ph+VAT double time* | Crew for get in | | 1 x Crew for 2 hours | | | | |
| Show call | | 1 x Crew | | | | |
| Crew for get out | | 1 x Crew for 1 hour | | | | |
| Other technical | | N/A | | | | |
| 3.1.5 | Seating configuration | Cabaret format | | | | | | |
| House capacity | 80 | | | | | | |
| *PLEASE NOTE:* ***The performance takes place in one of the Back To Ours partner venues in a neighbourhood of Hull. The venue is a Bar Suite in a community centre and dressing room and green room facilities will be provided in keeping with the nature of the venue, and are located on the first floor with access from back stage via stairs only. The dressings room facilities are shared with the gym usage Mon-Fri until 6pm. The partner venue licensing, health & safety and codes of conduct prevail. The playing space is temporary raised decking.*** | | | | | | | |
| 3.1.6 | Estimated get-in time | 1 hour prior to performance | | | | | | |
| 3.1.7 | Estimated get-out time | 1 hour | | | | | | |
| 3.1.8 | Extra staffing required *Unless specified, extra technical staff will be charged on contra* | NA | | | | | | |
| 3.1.9 | Equipment required *Unless specified, technical hires will be charged on contra* | 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 | Production includes performers aged 17 or below | | | Yes |  | | No | **X** |
| 3.1.11 | Access Performance - BSL/Relaxed/Captioned, etc. | | | TBC by Hull 2017 | | | | |
| 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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| **3.2** | **Technical & Staffing** | **Venue 2** | | | | | | |

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| 3.2.1 | Venue 2 Name | North Point Shopping Centre | |
| 3.2.2 | Venue 2 Address | 5 Goodhart Rd,  Hull,  HU7 4EE. | |
| 3.2.3 | Perf dates & performance start times | Wed 31st May 2017, 7.30pm | |
| 3.2.4 | Staffing  *Provided by Hull 2017: Additional staffing charged at £15ph+VAT single time or £30ph+VAT double time* | Crew for get in | 1 x Crew for 2 hours |
| Show call | 1 x Crew |
| Crew for get out | 1 x Crew for 1 hour |
| Other technical | N/A |
| 3.2.5 | Seating configuration | End on | |
| House capacity | 150 | |
| *PLEASE NOTE:* ***The performance takes place in one of the Back To Ours partner venues in a neighbourhood of Hull. The venue takes place in the atrium of a shopping centre, which will be closed to the public during the performance. Green room facilities and a changing area will be provided in keeping with the nature of the venue. The partner venue licensing, health & safety and codes of conduct prevail. The playing space is temporary raised decking and flexible seating configuration.*** | | |
| 3.2.6 | Estimated get-in time | 1 hour prior to performance | |
| 3.2.7 | Estimated get-out time | 1 Hour | |

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| 3.2.8 | Extra staffing required *Unless specified, extra technical staff will be charged on contra* | NA |
| 3.2.9 | Equipment required *Unless specified, technical hires will be charged on contra* | 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. |

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| 3.2.10 | Production includes performers aged 17 or below | Yes |  | No | **X** |
| 3.2.11 | Access Performance - BSL/Relaxed/Captioned, etc. | TBC by Hull 2017 | | | |
| 3.2.12 | 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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| **3.3** | **Technical & Staffing** | **Venue 3** |

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| 3.3.1 | Venue 3 Name | William Gemmell Social Club | |
| 3.3.2 | Venue 3 Address | 507 Anlaby Rd,  Hull,  HU3 6EN. | |
| 3.3.3 | Perf dates & performance start times | Thu 1st June, 7.30pm | |
| 3.3.4 | Staffing  *Provided by Hull 2017: Additional staffing charged at £15ph+VAT single time or £30ph+VAT double time* | Crew for get in | 1 x Crew for 2 hours |
| Show call | 1 x Crew |
| Crew for get out | 1 x Crew for 1 hour |
| Other technical | N/A |
| 3.3.5 | Seating configuration | End on | |
| House capacity | 140 | |
| *PLEASE NOTE:* ***The performance takes place in one of the Back To Ours partner venues in a neighbourhood of Hull. The venue is a concert room in a social club and dressing room facilities will be provided in keeping with the nature of the venue. The partner venue licensing, health & safety and codes of conduct prevail. The Stage is raised and set in in end on configuration. The auditorium seating configuration is flexible with a capacity of 140.*** | | |
| 3.3.6 | Estimated get-in time |  | |
| 3.3.7 | Estimated get-out time |  | |

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| 3.3.8 | Extra staffing required *Unless specified, extra technical staff will be charged on contra* |  |
| 3.3.9 | Equipment required *Unless specified, technical hires will be charged on contra* | 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. |

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| 3.3.10 | Production includes performers aged 17 or below | Yes |  | No | **X** |
| 3.3.11 | Access Performance - BSL/Relaxed/Captioned, etc. | TBC by Hull 2017 | | | |
| 3.3.12 | 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 £4,025 + VAT in favour of the Visiting Manager.  No royalties will be paid.  The Visiting Manager will provide a Workshop Programme as described in the ACE application, including 4 workshops in three BTO areas for each venue.  The Visiting Manager will programme a line-up of artists (including at least 2 profile artists, the MC and the workshop performance, for the three BTO venues. Programme to be confirmed by 31 March in consulation with BTO Programme Director.)  Visiting Manager to provide event specific marketing collateral – high quality imagery, photography, copy, leaflets / posters.  Visiting Manager to cover any costs relating to press & media activity with artists in advance and during the festival. Visiting Manager to provide presentation / production of 3 x performances (ie technical rider/requirement for onstage presentation)  Visiting manager to cover all travel and accommodation expenses from within the fee. | | | | | | | | | | | | | | | | | | | | |
| 4.1 | *On Sale Date* | | Thu 27 April 2017 | | | | | | | | | | | | | | | | | | | | |
| 4.2 | Other factors | | *Comp policy / Guest List* | | | | | | **4** comps for Visiting Manager per performance at each venue  10 comps for Hull 2017 per performance at each venue | | | | | | | | | | | | | | |
| 4.3 | Ticket prices | | *Published Price* | | | | | | £5.00 Adult / £2.50 Children (under 18 years) | | | | | | | | | | | | | | |
| *Booking Fee* | | | | | | N/A | | | | | | | | | | | | | | |
| 4.4 |  | | *Standard discounts* | | | | | | *Concessions* | | | | | | | | £2.50 under 18 years | | | | | | |
| *Disabled/companion* | | | | | | | | 1 x comp per 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 | | | |  | | | | A5 | | | 3000 | | | |  | | | | | |
| 5.2 | Posters required | | A4 | | | | 60 | | | | A3 | | | 60 | | | | A1/A0 | | | |  | |
| 5.3 | Other required | | N/A | | | | | | | | | | | | | | | | | | | | |
| 5.4 | Print to be delivered by | | 24 April 2017 | | | | | | | | | | | | | | | | | | | | |
| 5.5 | Programme available | | **Yes** | | | |  | | | | **No** | | | **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 at Back To Ours festival.  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 at Back To Ours festival.  All enquiries regarding the sale of merchandise should be directed to Hull 2017, whose rules will apply. | | | | | | | | | | | | | | | | | | | | |
| 5.6 | Age guidance | | 14yrs+ | | | | | | | | | | | | | | | | | | | | |
| 5.7 | Please indicate if this show includes:  (X all that apply) | | Violence | | | | | | | No | | Strobe lighting effects | | | | | | | | | No | | |
| Nudity/sexual content | | | | | | | No | | Smoking | | | | | | | | | No | | |
| Strong language | | | | | | |  | | Pyrotechnics | | | | | | | | | No | | |
| Other (please detail) | | | | | NA | | | | | | | | | | | | | | | |
| 5.8 | Copy & image due by | | Mon 10 April 2017, 10am | | | | | | | | | | | | | | Please email to [lisa.mayes@hull2017.co.uk](mailto:lisa.mayes@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 | |  | | | |  | | | | No | | |  | | | |  | | | | | |
| 5.12 | Details of workshops available and dates | | Workshops commence from 15th May. | | | | | | | | | | | | | | | | | | | | |
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| **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 for Back To Ours festival and Hull 2017.* | | | | | | | | | | | | | | | | | | | | | | |
| 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. | | | | NA | | | | | | | | | | | | | | | | | | |
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| **7.0** | **Travel & Accomodation** | | | | | | | | | | | | | | | | | | | | | | |
| 7.1 | Accommodation requested (Yes/No) | | yes | | | Hull 2017 can make a booking on behalf of the Visiting Manager which will need to be paid in full by the Visiting Manager on arrival. | | | | | | | | | | | | | | | | | |
| 7.2 | Nos. accommodation  + room details (single/twin, etc.) | | 3 x double rooms for 3 nights and 2 x double rooms for 4 nights. | | | | | | | | | | | | | | | | | | | | |
| 7.3 | Access requirements | | NA | | | | | | | | | | | | | | | | | | | | |
| 7.4 | Check in date | | 30th May | | | | | | | | | | | | | | | | | | | | |
| 7.5 | Check out date | | 2nd June for 3 Rooms and June 3rd for 2 rooms. | | | | | | | | | | | | | | | | | | | | |
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| **Visiting Company Contacts** | | | | | | | | | | | | | | | | | | | | | | | |
| Dept | | Name & Title | | | | | | | Email | | | | | | | | Telephone | | | | | | |
| Programming | | Joe Kriss | | | | | | | joe@wordlife.co.uk | | | | | | | | 0781 4728487 | | | | | | |
| Marketing | | Joe Kriss | | | | | | | joe@wordlife.co.uk | | | | | | | | 0781 4728487 | | | | | | |
| PR Comms | | Joe Kriss | | | | | | | joe@wordlife.co.uk | | | | | | | | 0781 4728487 | | | | | | |
| Technical | | Ralph Dartford | | | | | | | Ralph@afirmofpoets.com | | | | | | | | 07713 457492 | | | | | | |
| Administration | | Ralph Dartford | | | | | | | Ralph@afirmofpoets.com | | | | | | | | 07713 457492 | | | | | | |
| Finance | | Ralph Dartford | | | | | | | Ralph@afirmofpoets.com | | | | | | | | 07713 457492 | | | | | | |
| Learning & Participation | | Joe Kriss | | | | | | | joe@wordlife.co.uk | | | | | | | | 0781 4728487 | | | | | | |
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| **Hull UK City of Culture 2017 Contacts** | | | | | | | | | | | | | | | | | | | | | | | |
| Dept | | Name & Title | | | | | | | Email | | | | | | | | Telephone | | | | | | |
| Programming | | Louise Yates | | | | | | | [Louise.yates@hull2017.co.uk](mailto:Louise.yates@hull2017.co.uk) | | | | | | | | 01482 616 211 | | | | | | |
| Marketing | | Lisa Mayes | | | | | | | [Lisa.mayes@hull2017.co.uk](mailto:Lisa.mayes@hull2017.co.uk) | | | | | | | | 01482 304 409 | | | | | | |
| PR Comms | | Alix Johnson | | | | | | | [Alix.johnson@hull2017.co.uk](mailto:Alix.johnson@hull2017.co.uk) | | | | | | | | 01482 318 921 | | | | | | |
| Technical | | Carys Tavener | | | | | | | [Carys.tavener@hull2017.co.uk](mailto:Carys.tavener@hull2017.co.uk) | | | | | | | | 07851 077 582 | | | | | | |
| Administration | | Thomas Freeth | | | | | | | [Thomas.freeth@hull2017.co.uk](mailto:Thomas.freeth@hull2017.co.uk) | | | | | | | | 07525 439 026 | | | | | | |
| Finance | | Kirsty Sutcliffe | | | | | | | [kirsty.sutcliffe@hull2017.co.uk](mailto:kirsty.sutcliffe@hull2017.co.uk) | | | | | | | | 01482 318782 | | | | | | |
| Digital | | Jo Charlton | | | | | | | [Jo.charlton@hull2017.co.uk](mailto:Jo.charlton@hull2017.co.uk) | | | | | | | | 07952 441467 | | | | | | |
| Learning & Participation | | Ian Read (Head of Learning & Participation)  James McGuire (Audience Engagement Manager) | | | | | | | [Ian.read@hull2017.co.uk](mailto:Ian.read@hull2017.co.uk)  James.mcguire@hull2017.co.uk | | | | | | | | 07540 642 612  07540 675 171 | | | | | | |
| 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 fromExecutive   
Producer Ralph Dartford: A Firm of Poets Producer