

YOUR VENUE:.....

CONTACT NAME:.....

ADDRESS:.....

.....POSTCODE:.....

TEL:.....(Day) .....(Eve) EMAIL:.....

**Local Authority Funding – Potential cuts in Sedgemoor District Council**

Most authorities have agreed standstill funding to Take Art for 2010/11, however, Sedgemoor DC have delayed making their decision for the current year, until June. This leaves us in a very difficult position. If your village hall is in Sedgemoor, I'm afraid we cannot yet guarantee the level of subsidy that we can offer you. Depending on the severity of the cuts, we may have to increase the Minimum Fee or if we face a 100% cut, only offer Full Fee shows. This will undoubtedly affect your booking choices. **So, for halls in Sedgemoor, it may be best to fill in two Booking Request Forms.** One with your bookings in the hope our funding remains as normal and a Worst Case Scenario form, with bookings where you could afford to pay more than the Minimum Fee or even the Full Fee, should cuts be made.

If you wish to lobby Councillors in Sedgemoor, about the effect a cut might have on your community, then contact Take Art for the names of the Grants Award Sub-Committee.

- Shows are in great demand again this year, please give plenty of choices of alternative shows  
*If you only request one show it will limit your chances of success*
- Give a wide range of dates – priority may be given to mid-week bookings

	<b>NAME OF COMPANY</b> (in order of preference)	<b>DATES</b> As wide a range of dates as possible <b>YOU MUST PUT MORE THAN ONE DATE</b>	Have you checked you can comply with technical & accommodation req's & min ticket prices? Please tick:
1 <sup>st</sup> Choice			
2 <sup>nd</sup> Choice			
3 <sup>rd</sup> Choice			
4 <sup>th</sup> Choice			
5 <sup>th</sup> Choice			

How many subsidised shows in total from the above list would you ideally like to promote?

**FULL FEE SHOWS:** Can you afford any of your above choices without a subsidy? Many venues promote extra shows but select to pay the actual cost as shown in the brochure, where Take Art still provides the regular service of tickets, posters etc. Many promoters have found they actually **made more money for their hall** this way, as it gave them an added incentive and target, in promoting the show. It also enables you to have more than one show a year and you will be booking a high quality performance at a fee which **Take Art have negotiated at a very good rate.** Please indicate any Full Fee choices below:

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

How many of these Full Fee shows in total would you ideally like to promote?

**Please ensure you have read and signed the responsibilities section overleaf.** Keep a copy for your records and send this form to: Sarah Peterkin, Take Art, The Mill, Flaxdrayton Farm, South Petherton TA13 5LR  
Tel: 01460 249450 (Fax: 01460 249455) Email: sarah@takeart.org

**Take Art is responsible for:-**

Sending out in Spring a menu of arts events available for booking from the following Autumn, together with a Booking Request Form. The main promotion seasons are late September to December and January to April.

Providing more detailed information, if requested, i.e. the company's own publicity, reviews, CDs, photographs etc.

Liaising with the village promoter to discuss details of tour, finalising dates and checking technical suitability of venue - visiting and giving advice if requested.

Sending each venue a Promoter Agreement Form confirming date of show, technical and performers requirements.

Sending written contracts to artists and providing them with details of each venue and contact names.

Providing publicity material 4-6 weeks prior to event including tickets and up to 30 A4 posters and 150 fliers. Issuing information to the local press, radio and TV for their 'listings'.

Providing advice and assistance with marketing, tickets sales, technical matters etc., when requested.

Paying an agreed fee to the performers. Invoicing the promoter for the subsidised minimum fee or 80% of gross box office receipts, whichever the greater figure after the event

**Village promoter is responsible for:-**

Generally taking on the role of becoming an arts promoter. Choosing and booking events. It is important to return the enclosed Booking Request Form as quickly as possible in order for the tour to be organised

Completing and returning Promoter Agreement Forms and Venue Information Forms, sent out by Take Art once bookings have been confirmed; thereby forming a contract with Take Art! for the event.

Organising the hire and payment for the venue.

Ensuring the venue is appropriately licensed for your event in line with the Licensing Act 2003 - e.g. has a Premises Licence including any permissions for alcohol etc. If in doubt, please check with your local authority Licensing Officer or call Take Art for advice.

Making sure the venue is safe and welcoming and in line with health and safety requirements, including a policy for risk assessment etc. Also ensuring that children and vulnerable adults are not left unchaperoned with visiting artists (this is requested to fall in line with new advice from the Criminal Records Bureau).

Deciding ticket prices in accordance with Take Art. Distributing publicity material, advertising the event locally (i.e. Parish Magazine) organising and maximizing ticket sales. Liaising with Take Art! about press releases for local papers, radio & TV.

Running the event on the day; arranging access to the venue for the performers to set up (they usually appreciate a cup of tea and sandwich on arrival or even a meal if possible), organising any volunteer workers required for front of house etc. If possible, organising refreshments for the audience - a good chance to make extra profit for the hall.

Hosting the visiting artists - overnight hospitality is often required by performers on tour. Please note that it is in the 'spirit' of the scheme for promoters to offer hospitality as it makes the costs affordable. However, sometimes performers on tour need to change their plans at short notice - please do try and find hosts who understand this - offer hosts a free ticket in return for their goodwill!

On receipt of invoice, paying the agreed Take Art fee plus filling in and returning a Box Office Return Form showing audience numbers, income/expenditure figures and an Event Report Form giving comments.

*I can comply with all the above responsibilities*

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Signed by

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On Behalf of