



# THEATRE COMPANY RATIFICATION AGREEMENT

*A Memorandum of understanding between  
Daniel Gosselin  
On behalf of Durham Student Theatre*

*And  
«PresidentName»  
On behalf of «TheatreCompany»  
(hereafter referred to as the ratified theatre company)*

2014



## **Article I. Introduction**

### **Section 1.01 This Document**

- (a) This document details the rights and responsibilities of Durham Student Theatre and theatre companies who ratify to it.

### **Section 1.02 Suspension**

- (a) This memorandum can be suspended by either party in the event of a breach of the regulations detailed below, with 7 days written notice to the relevant party.

## **Article II. The Responsibilities of Durham Student Theatre**

### **Section 2.01 Durham Student Theatre will:**

- (a) Publish the details of the ratified theatre company and make these details available to Durham University for the purposes of booking rehearsal spaces.
- (b) Assist in the marketing of productions run by the ratified theatre company by:
  - (i) maintaining an up-to-date website with full details of all productions, auditions and requests for assistance which are provided.
  - (ii) producing a termly paper guide to productions in Durham and distributing it at tourist information offices and other relevant locations.
  - (iii) sending weekly emails to society members with full details of all productions, auditions and requests for assistance that the ratified theatre company provides.
  - (iv) liaising with Durham University's cultural marketing office to ensure full details appear on the University Website and are disseminated to local publications.
- (c) Run a full booking service for productions run by the ratified theatre company through the Durham Student Theatre's website.
- (d) Respond in a timely and professional manner to reasonable requests for assistance and advice.
- (e) Provide insurance cover for members of Durham Student Theatre while undertaking activities related to the society, as long as activities are conducted with reasonable safety precautions and risks have been mitigated.
- (f) Make available to productions, for hire, resources such as costumes, properties, technical equipment, set and scenery.
- (g) Hold monthly "President's Meetings" where material relevant to both parties can be discussed.

### **Section 2.02 Durham Student Theatre will not:**

- (a) Accept responsibility for any loss or damage to property, persons, or the financial health of the ratified theatre company as a result of the use of Durham Student Theatre's services.



## Article III. The Responsibilities of the Ratified Theatre Company

### Section 3.01 The ratified theatre company will:

- (a) Provide Durham Student Theatre with full details of their productions if they wish these can be advertised as described above.
- (b) Hold a bank account, a DSU societies account or a DST bank account. These must be registered in the name of the ratified theatre company, or in the name of the college or JCR of which the ratified theatre company is a member.
- (c) Ensure that the Durham Student Theatre logo is visible on any posters, flyers and websites used to publicise productions. Should sponsorship or funding be obtained then all the guidelines outlined by the issuer should be met and approved by the issuer.
- (d) Give a discount to members of Durham Student Theatre of at least 50 pence off the lowest available ticket price.
  - (i) This discount may be shared with members of the ratified theatre company.
- (e) Respond in a timely and professional manner to all reasonable requests for information from Durham Student Theatre.
- (f) Publicise productions in a manner which is safe, legal and abides by all DST and University rules and regulations.
- (g) Be represented at all monthly presidents meeting, unless reasonable excuses are given to the Durham Student Theatre president 7 days prior.
- (h) Be represented at all General Meetings arranged by Durham Student Theatre.

### Section 3.02 The ratified theatre company will not:

- (a) Hold Durham Student Theatre liable for any loss or damage to property, persons, or the financial health of the ratified theatre company as a result of the use of Durham Student Theatre's services.
- (b) Perform shows without attaining the appropriate performance rights.

## Article IV. The Use of The Assembly Rooms

### Section 4.01 Durham Student Theatre notes:

- (a) Durham Student Theatre manages The Assembly Rooms Theatre, 40 North Bailey, Durham, on behalf of Durham University and provides its management services to users of the theatre.

### Section 4.02 The Ratified Theatre Company:

- (a) Will hold open auditions for all shows which are to be performed within The Assembly Rooms, unless prior permission is sought from the Durham Student Theatre Executive. If this is to be sought it should be done prior to the Slot Application Deadline, or the slot may be removed.



- (b) Will abide by the regulations for use of the Assembly Rooms Theatre, as stipulated by Durham University, and undertakes to pay any fines or charges imposed either by Durham University or Durham Student Theatre stipulated for failure to follow legitimate instructions.
- (c) May not remove any notices or publicity materials displayed by Durham Student Theatre in the Assembly Rooms, nor may it affix any notices or publicity materials to the internal fixtures and fittings of the theatre, unless with the written consent of an Exec member.

### **Section 4.03 Productions playing in the Assembly Rooms are:**

- (a) Entitled to have posters hanging in the Box office the week preceding their performance.

### **Section 4.04 All other productions of the ratified theatre company are:**

- (a) Entitled a single poster to be hung on the Assembly Rooms notice board.

## **Article V. Validity**

### **Section 5.01 Expiry**

- (a) This memorandum of understanding is valid until **30<sup>th</sup> June 2014**, unless terminated earlier by the procedure noted in section 1.02 above.

### **Section 5.02 Mitigating Circumstances**

- (a) Durham Student Theatre may provide notice of changes to the services and facilities it provides by giving the Ratified Theatre Company 7 days' notice, either written or at the monthly President's Meeting.



## Article VI. Agreement

Agreed by:

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DANIEL GOSSELIN  
*On behalf of Durham Student Theatre*

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DATE

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«PRESIDENTNAME»  
*On behalf of «TheatreCompany»*

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DATE

## Article VII. Repayment

Funds are to be repaid to:

- DSU Societies Account
- DST Theatre Company Account
- External Account (JCRs included)

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ACCOUNT NAME

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ACCOUNT NUMBER  
(for external accounts only)

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SORT CODE  
(for external accounts only)



# THEATRE THAT SPEAKS VOLUMES



Working in partnership with Experience Durham  
Part of the Durham Students' Union Group

The Assembly Rooms, 40 North Bailey, Durham, DH1 4ET  
[student.theatre@durham.ac.uk](mailto:student.theatre@durham.ac.uk)  
[www.dur.ac.uk/dst](http://www.dur.ac.uk/dst)