Durham Student Theatre

MEMORANDUM OF UNDERSTANDING

BETWEEN

HUGO SOUL
On behalf of Durham Student Theatre

AND

XXX
On behalf of XXX (hereafter referred to as The Ratified Theatre Company)

1. INTRODUCTION

1.1 This document details the rights and responsibilities of Durham Student Theatre and theatre companies who ratify to it.

1.2 This memorandum can be suspended by either party in the event of a breach of the regulations detailed below, with 14 days' written notice to the relevant party.

2. THE RESPONSIBILITIES OF DURHAM STUDENT THEATRE

2.1 Durham Student Theatre will:

2.1.1 Publish the details of the ratified theatre company and make these details available to Durham University for the purposes of booking rehearsal spaces.

2.1.2 Assist in the marketing of productions run by the ratified theatre company by:

a. maintaining an up-to-date website will full details of all productions, auditions and requests for assistance

b. producing a termly paper guide to productions in Durham and distributing it at tourist information offices and other relevant locations

c. sending weekly emails to society members with full details of all productions, auditions and requests for assistance

d. liaising with Durham University's cultural marketing office to ensure full details appear on the University Website and are disseminated to local publications.

2.1.3 Run a full booking service for productions run by the ratified theatre company, both through Durham Student Theatre's website and on a telephone number.

2.1.4 Respond in a timely and professional manner to reasonable requests for assistance and advice.

2.1.5 Make available to productions, for hire, resources such as costumes, properties, make-up, technical equipment, set and scenery.

2.2 Durham Student Theatre will not:

2.2.1 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.

3. THE RESPONSIBILITIES OF THE RATIFIED THEATRE COMPANY

3.1 The ratified theatre company will:

3.1.1 Provide Durham Student Theatre with full details of their productions in order that these can be advertised as described above

3.1.2 Ensure that the Durham Student Theatre logo appears on any posters, flyers and websites used to publicise productions

3.1.3 Give a discount to members of Durham Student Theatre of at least 50 pence off the lowest available ticket price for productions

3.1.4 Respond to reasonable requests for information from Durham Student Theatre

3.2 The ratified theatre company will not:

3.2.1 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.

4. THE USE OF THE ASSEMBLY ROOMS

4.1 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.

4.2 The Ratified Theatre Company 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 the legitimate instructions posted in the theatre.

4.3 The Ratified Theatre Company 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, except on notice boards as designated by Durham Student Theatre. Notices and publicity materials may, however, be distributed from the Box Office.

5. VALIDITY

5.1 This memorandum of understanding is valid until 31st June 2009, unless terminated earlier by the procedure noted in 1.2 above.

5.2 Durham Student Theatre may provide notice of changes to the services and facilities it provides by giving the Ratified Theatre Company 14 days' written notice.

AGREED BY:

_____	_____
HUGO SOUL **On behalf of Durham Student Theatre**	**DATE**
_____	_____
XXX **On behalf of XXX**	**DATE**