



POINTS FOR NEGOTIATION

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A contract between a performing organization and a presenter should be more than a simple statement of when the performances are going to take place and what the financial arrangements are going to be. It should also be a division of responsibilities, financial and logistical.

The former is pretty obvious, although the form and schedule of payments must be fully detailed. The latter allows both sides to detail who is going to be responsible for a number of monetary and non-monetary items and services. The point here is that even if you are going to be responsible for paying your hotel costs, say, there is nothing to stop you using the contract to request that the presenter make all arrangements on your behalf on the basis that you will provide him with a rooming list well in advance of the tour.

Thus, a clause covering such a hotel arrangement might read:

The COMPANY will be responsible for paying the hotel costs of its members for each night they are in the engager's city. The ENGAGER will, however, make the hotel reservations on behalf of the Company in a standard of hotel and at a rate agreed to by the company. The company agrees to supply an exact list of the number of rooms required (singles, twins and doubles) and no less than three months prior to the engagement and a name list no less than one

month prior to the engagement. Unless otherwise agreed, the Company should not be lodged in a hotel that is more than one kilometre from the theatre.

Go through the engagement item by item with your presenter so that both sides will clearly know who is going to do what to whom and when. The contract, in many areas, will then commit both sides to the schedule necessary to getting everything done on time.

It is strongly recommended that you attach a technical rider to your contract in which you detail all your technical requirements, including the local labour you expect to be provided.

You might wish to deal with the following items in your negotiations and contract:

- 1. Place, Dates and Times.** A simple statement of where and when the performances are going to take place. Do not forget the starting time of the performances which is important to know for scheduling purposes.
- 2. Payments.** A simple statement of the financial terms agreed to between the two parties.
- 3. The Schedule of Payments.** You can help your touring cash flow considerably if you can work out the schedule of payments properly. There is a generally acceptable principle that most reputable presentors will agree to: one-third of your fee at the airport (for showing up); one-third of your