

HERTSMERE ACADEMY OF DANCE & PERFORMING ARTS

SHOW DETAILS – TERMS & CONDITIONS

Shows can be a wonderful experience for all participants, whether as child or adult and they encourage so many important life skills and also help participants to develop their performing, artistic & choreographic skills further too. A show is not compulsory, but an opportunity for growth. We hope that participants are excited by the idea of performing on stage for their Friends & Family.

Commitment & Payment:

For a show to run smoothly, safely and for everyone to have an enjoyable experience, all participants must ensure they attend **ALL** requested Classes, Rehearsals and Shows. Participants must ensure they practice their script lines, songs or dances to make sure they can perform them confidently and competently. Participants must also make themselves available before and after the performance times, as this can be when photo-shoots, extra rehearsals or sound checks take place. Should any issues occur, we must be notified immediately and we will do our best to find a solution with you where possible.

There is a standard commitment show fee which contributes towards show overheads including:

- Special Finale Souvenir T-shirt (participants can keep this)
- The overheads incurred for the rehearsals/extra rehearsals.
- Administration & Time for the organisation of the show
- Licensed Chaperone/s to comply with licensing
- Licenses ie. BOPA & performance rights & royalties to perform the musical (legal requirement)
- Staffing for the duration
- Rental of a Theatre for the rehearsals and the show
- Liability Insurance for those taking part. (Does not cover personal items)
- A Qualified & Experienced Musical Director, Choreographer, Director and Drama Coach for rehearsals & during the show.
- Lighting/Sound technicians
- Scenery
- Prop rental/storage
- Scripts & scores as required

Full term fees for normal classes must also be paid in advance (as normal) to partake and those who make full payment by the deadline will be guaranteed a place in the show.

Preparations can start up to 6 months ahead, therefore our outgoings must be fully covered at all times so **ALL Payment for the show is non-refundable & a commitment of attendance.**

Absence

As participants will be relying on each other, we cannot have performers absent or late.

Class, rehearsal and event times will start promptly so participants need to be ready.

We have the right to remove any performer from the show without refund, if they continue to miss rehearsals. In the unlikely event a performer will be absent, please send us an email, 24 hours in advance or sooner.

We must be notified immediately if a cast member has an illness/medical condition or injury. It will be at our discretion as to whether we can allow the performer to take further part due to their illness/medical condition or injury, in which we may require a Doctors certificate to allow the performer to continue.

Payment for Siblings

Due to the costs involved in producing a quality show, involving prior payments towards overheads, we are unable to offer any discounts. We do understand that this may amount to an immediate financial outlay in order to pay in advance for several children.

Therefore, the principal will be happy to discuss with you a payment plan with a £25 non-refundable deposit for your second child by the deadline date, with the assurance of your commitment to continue to paying the remainder by the deadline. There will be no refunds and if payments are not forthcoming, this will result in the child being refused to take any further part in this production.

Costumes

Dance costumes are upwards of £40+ each, so in order to keep costs down for parents (unless stated) the costumes are on **HIRE**. The costume rental price covers the duration of the shows but does not including dance shoes, undergarments, accessories or anything you can provide.

In signing up to the show you are agreeing that Costumes will be looked after and returned in an immaculate condition, **exactly** how they were given. Participants will be given their costumes in a named bag & each costume will be tagged to know who will be wearing it. Costumes are NOT to be worn anywhere but the Theatre. UNDER NO CIRCUMSTANCES must any performer go outside, eat or drink in their costume or play around in them, they should bring a dressing gown to cover themselves whilst waiting in the changing area. There are no Spare costumes or replacements, so if a costume or an element of a costume gets lost or damaged the participant cannot go on stage. **EVERYTHING we supply to participants must be returned in the correct packaging (including the bags and hangers) then put neatly in the costume box at the end of the show.**

As a costume is issued to a specific participant, it means they are responsible for its condition. Therefore, If any costume is ruined, damaged in anyway or not returned, whether the participant is at fault or not, they are liable for the FULL cost of that costume to get a replacement, so an invoice will be sent.

Alterations/Care of costumes: Hertsmere Academy do their best to find the best costume fit. Unfortunately, if parents have not provided us with suitable measurements as requested or a body does not fit the sizing guide accurately, we have had to make an educated guess. So any small alterations, must be done by hand and with as few tacks as possible, so they can be removed easily and they will not damage the costume.

If a tutu is creased, DO NOT iron directly onto it. Either hang it up and let the creases fall or use an iron on a low heat and cover the netting with a tea towel.

Where to buy items that you need: <https://had.mydancestore.co.uk/>

Once you have your costume list any extra accessories can be bought here. Please order in good time: 'Accessories: Show Items / Underwear Shows/Exams'

TIP 1: Most participants like to wear 'Natural' skin coloured dance tights. Please remember that if you do a dance in Bare Feet, do not get full footed tights, get cropped or convert.

TIP 2: Please make sure that suitable underwear is worn and cannot be seen under the costumes. Flesh coloured is always best as you can change costumes without worrying.

Hair & Make-up

These are fun skills to learn and make a show look amazing. There are reasons why show make-up and hair is important and a guide will be sent to you prior to the show.

Tickets

Tickets for the show will be available from the Theatre Box Office on a first come basis. The Theatre Box office is independently run and therefore Hertsmere Academy have no responsibility with any of the booking system and any questions or issues must be addressed directly to the Box Office. It is the Theatre's terms & conditions that apply. It is the bookers responsibility to know exactly when a child is performing and book the appropriate day & time.

Those who volunteer to help backstage will be given a priority notification to when the tickets go on sale, this is to make sure that volunteers have a chance to see the show as well, however it is not our responsibility if the volunteer misses the message or does not react quick enough.

Tickets can sell out, so the best advice is to purchase in advance to avoid disappointment.

Note: All performers are backstage for the whole duration of a show, due to safeguarding we do not let participants come and go. Therefore, please do not buy them a ticket and think you can collect them mid-way through the show.

Theatre etiquette: We all pay to see a show with the hope that we can sit back, relax and enjoy it.. however there are occasions when unthoughtful people can destroy this enjoyment for all those surrounding them. So we ask audience members and guests to please be aware that there is a theatre etiquette.

Here are some basics: Unless there is a moment of audience participation during the show there should be no talking, no shouting out, no singing, no catcalling/heckling, whistling, screaming or any other noises that disrupt the performers. Eating must be kept to a minimum and no electronic devices being used. Should you need to leave (ie. toilet) then you do this when there is a 'blackout' (the lights go dark), you do not disturb or cause disruption whilst there is action on the stage.

Personal Belongings/Welfare

Hertsmere Academy & the Theatre will not take any responsibility for lost property, so valuables must be left at home.

During the show/rehearsals, if younger children want to bring something entertaining like a colouring book and pencils this will be fine so long as damage is not made to the premises or the costumes.

Should any students carry medication (for life threatening events), it must be handed to a member of staff before any classes, rehearsal or show, then collected at the end.

As QUALIFIED and professional teachers at Hertsmere Academy we already adhere to our Academy code of conduct, health & safety policy and safeguarding policy but even to the best of our ability to protect all participants, we cannot be held responsible for any accidents or injuries that take place.

NO JEWELLERY (including stud earrings) is permitted under any circumstances as these can cause nasty injuries, so remove these items at home.

ALL PHONES BACKSTAGE MUST BE SWITCHED OFF!

Helping Backstage – Licensing – DBS

Nobody above the age of 18 years will be allowed backstage unless they are volunteering and have submitted a DBS check. This is a safeguarding protocol and gives everyone peace of mind that the children are in the best environment for this short amount of time.

Volunteers will be sent Safeguarding Information and have a specific set of children to watch over. Volunteers will be lead and instructed by licensed chaperone/s.

Should you wish to volunteer but do not have a DBS, please contact the Principal for a form.

Filming, Photography, Advertising

In signing up to the show you are aware and give consent for Hertsmere Academy to use a professional video service and professional camera person to capture cast members throughout the experience. These will go on sale after the event and photographs will also be selected by the Principal to be used in our advertisements.

We employ the professionals to help safeguard the participants because a theatre is a public domain. It is **strictly forbidden** to be personally taking photographs or video's of the performance and you will be asked to leave the Theatre if you try (even stopping the show whilst you are removed). It is illegal and you will not only be breaking the Child Protection Act but our terms & conditions and the theatre rules too, because:

- 1) **The work is copyrighted** and you have not been given the rights to record the material, whereby Hertsmere Academy have had to pay for licenses and the rights to have music and videos. The work presented is also copyrighted by the choreographers & directors and is not to be used or seen by those that have not been given permission.
- 2) Any unknown person can buy a ticket to see the show, it is a **Public Theatre** and open to the **General Public**. Would you want a stranger filming or taking pictures of your child, then putting them up on Youtube or Facebook? (Hertsmere Academy cannot be held responsible for any unwanted/inappropriate images that are taken this way.)
- 3) Recording or taking photographs of other children (even if they are in the background) without personally getting prior consent from all parents at the event is breaking Child Protection.
- 4) Camera flashes & bright lights are dangerous to performers. Performers do not want to also be looking at the back of phones, they want to see their audience participating.

You may think this is fussy but the laws have been made for reasons we all hear about too frequently in the News! This is why Hertsmere Academy are obliged to use a professional to record the work and to take as many precautions possible to safeguard, especially with so many children.

There will also be a 'Cast List' in the programme with a list of performers names, however they will be in alphabetical order and not in appearance format (safeguarding). Photographs will be unrelated & unnamed (safeguarding). Should you wish your child's name to be slightly different on the programme, please clearly write this on your show enrolment form.

Behaviour

Although we encourage all performers to enjoy themselves, we will expect disciplined behaviour & good manners. Performers, helpers and parents should at all times follow the rules and guidelines set out for them for their own safety. Aggressive behaviour or misconduct from a performer or parent, posing a risk to themselves or others, will lead to immediate dismissal and no refund will be made.

Your Responsibilities

Everyone will have such an amazing time, making memories and sharing talent.

If this is your first show it can be daunting at first but after you have done one, you will want another. We will send you information step by step and are happy to answer any questions you may have. However, we have to have strict terms & conditions and be very transparent to make sure everyone can have as much fun as possible, whilst covering some very serious aspects, such as safeguarding.

In submitting & signing your show application form, you are agreeing to the terms above and will be diligent in keeping up to date with all show information, whether this is given to you in paper, via email or face to face. You understand that the Hertsmere Academy of Dance & Performing Arts Terms & Conditions also still apply and coincide with the show guidance above.