

# HERTSMERE ACADEMY OF DANCE & PERFORMING ARTS

## CAST & PRINCIPALS

*Includes: Principal roles, Speaking parts, singing parts, non-speaking/singing parts, Chorus of characters who sing/dance/act.*

- Principal and Cast members must be able to attend **Saturday Rehearsals every week.**
- Principal roles maybe needed for extra rehearsals, so you must be flexible.
- All Cast members **MUST** be available to perform in ALL shows.
- All students who attend Saturday mornings are guaranteed to be in the show providing the form & payment are received before the deadline.
- Performers need a folder & pencil with them at all times for words/scripts that they must learn.
- Performers will also need to put in adequate home practice to learn their roles.
- **Full Payment** along with your completed form **MUST** be paid in by the deadline or your place will be offered to someone on the waiting list.
- All details of the event will be emailed to you.

## Payment

This fee covers everything that your child will need to take part in the show including:

- The overheads occurred for the rehearsals/extra rehearsals during the show term.
- Costume rental for the whole show
  - not including dance shoes, undergarments, accessories or anything you can provide.
- A Qualified & Experienced Musical Director, Choreographer, Director and Drama Coach for rehearsals & during the show.
- Rental of a Theatre for the rehearsals and the show
- Lighting/Sound technicians
- Licenses, performance rights & royalties to perform the musical (legal requirement)
- Liability Insurance for those taking part. (Does not cover personal items)
- Scenery
- Prop rental/storage
- Scripts & scores as required

Cheques payable to HERTSMERE PERFORMING ARTS (Performers name on the back please)

## Payment for Siblings - (Saturday Rehearsal Performers)

Due to the costs involved in producing a quality show, involving prior payments towards overheads, we therefore 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, we will however be happy to take a £20 non-refundable deposit for your second child by the deadline date, with the assurance of your commitment to continue to pay the remaining amount by the deadline set out on your feeslip. Should you need to speak to us about any financial issues, please contact the Principal directly. There will be no refunds.

Regretfully, if payments are not forthcoming, this will result in the child being refused to take any further part in this production.

## **Helping Backstage – Licensing - DBS**

It is a legal requirement that in order for children to take part in a show that they are covered with a BOPA license, awarded from the County Council. If requirements are not met they will close the show down. Therefore, parents will need to fill out all the forms given to them in relation to this.

As part of the BOPA license, no individual above the age of 18 will be allowed in the Changing rooms/Backstage area unless the Principal holds an up-to-date copy of their DBS certificate or Chaperone license. All helpers are registered on the BOPA and will be given tasks to do. We also need to know any parents that have done Child Welfare or First aid courses.

In light of these new regulations we must emphasize that if we do not have enough helpers, we cannot run the show. Therefore we can offer anyone interested the way to get a DBS and as you are a volunteer you get a full enhanced disclosure for a very small charge. Well worth to cover yourself, not just for the show but for everyday life!

We do understand that parents want to watch their children, so here are a few tips that you may find helps your child's class:

- 1) Do you know a child minder/teacher with a DBS that you can all share the cost for the hour?
- 2) Do you know a helper from the other shows that will do a swap with you? ie.. you volunteer as a helper so she can watch her child in one show and then she does the same for you.

## **Attendance & Punctuality**

Attendance by performers is crucial to putting on a successful and safe show. As everyone will be working and relying on each other, we cannot have performers absent. In the unlikely event a performer will be absent from a rehearsal, please send us an email, 24 hours in advance.

We have the right to remove any performer from the show if they continue to miss rehearsals without refund.

If you cannot continue in the show for any reason and will miss an unreasonable amount of rehearsals ie. due to injury or illness, for example, we may accept you into our next show and transfer a proportion of your class fees over (not your show/hire fee). No refunds will be issued.

This will be entirely at the discretion of the Production management.

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

Performers must be ready to start rehearsals before the class time stated, as we need to begin promptly.

The show is not compulsory but if you sign up, you agree to attend all the rehearsals and all the shows that you are required to be in.

## **Insurance**

Our Insurance covers the cast members alone, not any personal possessions. It is advised not to bring any valuables to rehearsals or to the show. As QUALIFIED and professional teachers at Hertsmere Academy we already adhere to our Academy code of conduct, health & safety policy and child protection policy but even to the best of our ability to protect all participants, we cannot be held responsible for accidents, injuries etc...

## Advertising

When you sign up to appear in the musical you are giving permission for us to use a professional video service and professional camera men to take photographs of cast members. These will be selected by the Director to be used in our advertisements. All performers must be aware that a theatre is a public domain and we cannot safeguard against or be held responsible for any unwanted/inappropriate images.

We do also hope that performers are excited by the idea of performing on stage and we ask that performers can help us to advertise the show by giving out flyers to Friends & Family.

It is **strictly forbidden** to take photographs or video the performance personally and you will be asked to leave the Theatre. It is illegal and you will also be breaking the Child Protection Act, our terms and 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 WE have to pay just for the right to sell DVDs to you through a professional company.
- 2) Any unknown person can buy a ticket to see the show, it is a **Public Theatre** and open to the **General Public**. So, would you really want a stranger video recording or taking pictures of your child? And then putting it up on Youtube or Facebook?
- 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 the Child Protection Act.

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 at the same time especially with so many children.

## 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.

**CAST APPLICATION FORM for INSPIRINGHERTS PRODUCTIONS SHOW**

AUDITIONING FOR:  PRINCIPAL       CAST       ACTING PART (only)

PERFORMERS NAME: ..... AGE:

PARENTS ADDRESS:.....  
.....

PARENTS CONTACT No/EMERGENCY:.....

EMAIL ADDRESS:

**(please write clearly as confirmation is sent via email)**

ANY MEDICAL CONDITIONS/INJURIES.....  
.....

DANCE STYLES LEARNT: (Dance Troop) .....  
.....

MEASUREMENTS (Inches/cm)

WAIST:

HIPS:

BUST/CHEST:

LEOTARD SIZE (IF KNOWN):

AVERAGE DRESS SIZE:

LENGTH FROM WAIST TO KNEE:

INSIDE LEG:

PAYMENT ENCLOSED: £  
(Payable to Hertsmere Performing Arts)

CASH/CHEQUE

I have read & understood all the information explained to me on the website &/or in writing about what is required for the show. I fully understand the Terms & Conditions set out for my child to take part in the show in regards to such subjects like rehearsal commitment, payment, advertising etc. I therefore give consent for my child to take part in the show.

Signature

Name

Date