

HERTSMERE ACADEMY OF DANCE & PERFORMING ARTS

Terms & Conditions for a Show

DANCE TROOPS

Definition of Dance Troops: Dance Troops are made up of students who only dance in the show.

Members: Will be given information as to which classes will be learning routines for the show. This will either be in their normal classes or separate ones that are arranged in advance with the parents.

Non members: Please contact us and we will find the show classes suitable for your style, age and ability.

Rehearsals

Any dress rehearsal dates/times will be given to you in advance via email and may appear on the Productions page. However, It is common for us to not have a dress rehearsal at the theatre but to do this in our normal classes instead. In such a case, we will organise extra time at the theatre for students to familiarize themselves with it before the performance. Should we ask students to arrive early then it is for their own safety they do to plan their places and access.

Performers must be available for rehearsals and any extra unscheduled rehearsals if required. Performers should make the show priority and not have any other plans that coincide with either the rehearsals or the show and understand that attendance is crucial. Should students miss classes we will withdraw them from the show (without refund) as it is not fair on everyone else.

Young children love being on stage and being part of the atmosphere. Most children, however young are quite resilient to the busy environment of a show and all the excitement, even if it has been a long day for them, it somehow it does not affect them. However there may be a few children that can find a different environment very strange and can get up-set through nerves, so we do like to mention this to parents so that you are able to make a decision about whether or not your child would be confident enough to deal with this. If a child is not ready, it may be best to wait until next time, or we may have to decline your application. Remember, there are no refunds!

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.

Payment

To take part in the show:

- 1) FULL payment for a students normal classes for the term must be paid before the deadline.
- 2) FULL payment and a completed application form must reach us by the deadline.

The fee covers most things that the student will need to take part in the show, including:

- Costume/prop rental for the show
 - not including dance shoes & undergarments or accessories.
- The overheads for the rehearsals/extra rehearsals
- Rental of a Theatre for the Technical run through and the show
- Lighting/Sound/Scenery technicians
- Licenses, performing rights and royalties to perform the musical (legal requirement)
- Liability Insurance for those taking part. (Personal possessions not included)

For students attending Both Saturday & weekday classes, the teacher may re-calculate the correct amount for you.

- Cheques payable to HERTSMERE PERFORMING ARTS
(Performers name on the back please)
Please find the application form below.
- You will be sent most information by email, so please make sure you write your address clearly. If you do not hear from us, there maybe a technical error or unclear contact information, so please email cj.danze@hotmail.co.uk , stating the performers name and we will get back to you as soon as possible.

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.

DANCE TROOP APPLICATION FORM for INSPIRINGHERTS PRODUCTIONS SHOW

Taking part in (show date/s):

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 / CLASSES:

BALLET TAP MODERN/JAZZ/HIP-HOP OTHER (specify).....

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 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

HERTSMERE ACADEMY