



## Creative Education UK School Shows – TERMS AND CONDITIONS

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- **Contract for services:** Upon booking our service the client (the school) undertakes a contract for services with us. The client (the school) will have been deemed to have read and agreed to these Terms and Conditions on confirmation of booking.
- **Payment terms:** Balance payable by cheque collection from school on the day of the show or BACS transfer – BACS transfers must be actioned the day prior to the visit, and payments must reach our account no later than three working days after the visit. The school will be invoiced by email the week prior to the show date.
- **Travel:** Creative Education UK has a 20 miles round trip travel allowance. Travel expenses are charged at £0.45 per mile thereafter. Any additional travel expenses such as motorway tolls will also be chargeable.
- **Cancellation Terms:** By Creative Education UK - Should for any reason Creative Education UK have to cancel the booking, every effort will be made to reschedule the show and any monies already paid carried to rearranged show date booking. If it is not possible to reschedule the show then any monies already paid will be fully refundable.

By school more than four weeks before show date – no payment is required.

By school less than four weeks before show date – should a visit be cancelled by the school less than four weeks before the show date due to any reason including force majeure on the day (bad weather, heating failure etc) the school agrees that the whole cost of the visit remains payable. In some circumstances it may be possible to reschedule but this is dependent on availability and lies at the discretion of Creative Education UK.

- **Supervision:** The school agrees to provide adequate adult to pupil ration supervision for the number of children watching the show, and to assist with discipline should it be required. The school agrees that under no circumstances should Creative Education UK be left without any adult supervision at any time before, during or after show whilst pupils are present. Creative Education UK reserve the right to stop a show during the performance should it be felt that pupil behaviour is impairing the ability to perform. There is no refund given to the school should this situation arise.

The performance area of every show will be marked by a line of tape and this will be shown to staff member(s) prior to the show. No pupil is to go beyond the line unless invited onto the performance area by the performer. The school agrees to make sure all staff supervising during the show are made aware.

- **Parking:** The school agrees to provide and reserve (by cones if possible) an appropriate parking as close to the entrance to the performance space as possible. This helps ensure a safer transfer of props and staging in and out of the school.
- **Performance Space:** The school agrees to provide a suitable performance space such as the school hall. This must be safely accessible and must be either for sole use of Creative Education UK for the duration of the visit (including set-up and get-out times) OR a suitable area sectioned off before and after show if school clubs, other activities are in the hall during these times. If the latter, please note the entire performance space will need to be available to Creative Education UK 30 minutes prior to show start time due to sound checks, movement of staging furniture etc.
- **Equipment:** The school agrees to provide the use of school benches, chairs, tables, gym mats, access to plug sockets and electricity depending on show requirements.
- **Photography and Filming:** Whilst photography during shows is encouraged, Creative Education UK does not allow any form of filming during the show unless agreed upon in advance – recording of children marching etc is allowable but recording of chunks of the show for any use is not permitted. The school agrees that its staff will not use any media taken of the show for any other uses solely than educational purposes under the school and education banner.
- **Health & Safety:**  
DBS - Performer holds a full enhanced DBS check and a fully updated version is accessible online via the DBS update service.  
DBS Certificate Number 001585566494.  
Public Liability Insurance Certificate / Risk Assessment / Child Safeguarding Policy – all downloadable from website.

Equity - Performer is a full member of Equity the trade union for professional actors and performers.

**For WWI / WWII / Explorers Shows** only – a smoke machine and strobe light are used for small sections of both these shows. Creative Education UK will inform the school of their use prior to the show. The school agrees to inform its staff and any pupils should this pose a risk due to epilepsy or other health conditions. Creative Education UK request that any staff or pupil that may be affected, either to not attend the show or to be removed from the performance space during the section of the show when these are used, the school agrees to oversee this arrangement should this be deemed necessary.