Touring: Memorandum of Understanding

**This memorandum MUST be explicitly agreed with the partner organisation for EACH location on your tour, and the Arts Council assumes that both parties are fully aware of, and committed to, its contents.**

Parties to the memorandum

|  |  |
| --- | --- |
| Applicant/producer: |  |
| Partner organisation – venue, festival, etc. |  |

Audience

|  |  |
| --- | --- |
| The agreed target-audience number: THIS IS ESSENTIAL  *This should be the aggregate number for all shows in the run at the partnering venue.* |  |

Financial agreement between the parties

The following details (based on the audience target) are agreed between the parties. Where an item is not relevant to the memorandum between the parties, please ignore it.

|  |  |  |  |
| --- | --- | --- | --- |
| **Box-office income** *This is the expected total for all shows in the run at the partnering venue (where relevant).* | | €0.00 | |
| **Royalty payment** *Depending on the nature of the show, royalty payments may apply.* | | €0.00 | |
| **Minimum payment to applicant**  *Where relevant, this is the ‘guarantee’ that the venue expects to pay the applicant.* | | €0.00 | |
| **Venue rental** *This is the amount that the applicant will pay for the rental of the venue (where relevant).* | | €0.00 | |
| **Box-office split** (e.g. 50/50, 75/25, etc.) *If the financial agreement is based on box-office split, please indicate the percentage for each party.* | Applicant/producer:  Partner organisation/venue: | | %     % |

Guidelines on marketing are available on the Arts Council website at

<http://www.artscouncil.ie/Arts-in-Ireland/Venues/Information-resource/Marketing-and-PR/>

Declaration of agreement

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| --- |
| On behalf of the applicant/producer: |

Name:

Position:

|  |
| --- |
| On behalf of the partner organisation/venue: |

Name:

Position:

|  |
| --- |
|  |