

# Little Blue MONSTER PRODUCTIONS



Great big shows for little monsters and their grown-ups!

## OUR VISIT TO YOUR SCHOOL

### TERMS AND CONDITIONS

Little Blue Monster Productions is committed to safeguarding the welfare of your children. Our staff are trained to adhere to strict company guidelines, ensuring that their conduct whilst in the company of children is both appropriate and professional. Our company members have also undergone an enhanced DBS check and have been fully cleared to work with children. The service above is provided with the following considerations in mind:

#### 1) THE PERFORMANCE

##### 1.1) **Age limit**

Our shows are designed for children aged 3 - 7. It is the schools responsibility to ensure that only children of the appropriate age are permitted to attend the performance. If children outside the suggested age group are in attendance without previous agreement, The Company reserves the right to withdraw the performance.

##### 1.2) **Audience capacity**

Because of the interactive style of our work, The Company has limited the audience capacity for each performance to a maximum of 150 children, unless otherwise agreed in writing. The Company reserves the right to withdraw the performance if audience numbers are exceeded without prior written consent.

##### 1.3) **Staffing**

The School must ensure that there are an adequate number of qualified teaching staff present during the performance. The ratio will be at least 1 teacher/staff member to each group of 30 children.

##### 1.4) **Behaviour of children**

The Company welcomes children laughing, interacting and responding positively to the performance, but in cases of poor behaviour, our acting company have been instructed to halt the performance until staff members have intervened. Where children are being rude, disruptive or aggressive, we reserve the right to stop, and withdraw the performance.

##### 1.5) **The performance space**

Ideally, an unrestricted performance space of approximately 4 X 4 metres is required. For safety reasons, your site manager should be instructed to clear the space as much as possible before The Company arrives, and will be required to deal with any technical issues that may arise upon our arrival.

##### 1.6) **Health & safety**

Prior to our arrival, it is the responsibility of The School to make The Company aware of any Health & Safety issues that could impact on the working day. This may include where The Company is asked to park their vehicle, the distance and route we have to travel to unload scenery, the condition of the school hall, or any other

issue that could impact upon the Health & Safety of our performers or audience. If The Company deems there to be any unreasonable risk to Health & Safety, and for safety reasons, is forced to cancel or postpone the performance, then Cancellation Clause 6.6 (Breach of Contract) will apply along with the financial penalties this may incur. An on-site risk assessment is completed before the start of the first performance and a copy is available for the school.

### **1.7) Arrival & set-up time**

This is a fully equipped theatre production, complete with heavy scenery, sound equipment, puppets and props. The Company will need to park their vehicle close to the school hall to offload scenery. This access point should be free from restrictions, obstacles or hazards, and should not be used by children or staff members whilst the scenery is being offloaded. Upon arrival, The Company must have unrestricted access to the performance space at least 1 hour before the performance time, to enable us to set-up scenery and carry out a risk assessment. This means that the hall will be out of bounds to children until the performance begins. If the school hall is being used by a third party, and The Company is unable to set-up safely, or carry out a risk assessment, we reserve the right to delay the start time, or withdraw the performance.

## **2) ADVENTURE WORKSHOPS (Full day visit, 1 show)**

### **2.1) Context of our 'Adventure Workshops'**

Please note, we do not offer workshops with our HALF DAY celebration. If The School has booked a FULL DAY visit with just one performance, The Company will provide age-specific drama activities for Reception, Year 1 or Year 2 children. The total number of 'Adventure Workshops' provided on the day of our visit will not exceed 3, with each being limited to a maximum of 1 class group (30 - 35 participants) with at least one qualified teacher in attendance for the duration of the workshop.

### **2.2) Responsibility of class teacher**

To enable our performers to safely and successfully deliver the follow-on 'Adventure Workshops', we would request that the class teacher in attendance assist us in the following way:

- a) Class teacher to bring their class group to the hall or designated area at the agreed time, ensuring that the children are quietly standing in a line outside of the room.
- b) When the children are invited into the hall, they will be guided to sit in a circle. We would ask that the class teacher join the circle, and participate fully in the workshop along with the children.
- c) The class teacher will remain for the duration of the workshop, and assist our actors wherever possible in encouraging and supporting the children in this practical session.
- d) During the workshops, the class teacher must not leave the room, or their children unattended at any time. If this does happen, our staff members have been instructed to stop the activity until a member of the school teaching staff returns.
- e) The class teacher, and ultimately the school, is fully responsible for the welfare, discipline and behaviour of their children whilst participating in the workshop.
- f) If, for any reason, the class teacher wishes to halt or abandon the workshop, they should notify the staff from Little Blue Monster of their concerns, and stop proceedings immediately.
- g) Little Blue Monster will not be held responsible for any accidental damage to school property, or injury incurred by staff or children during the performance or subsequent adventure workshops.

### 3) INTERACTIVE Q & A WORKSHOP (Full day visit, 2 shows)

#### 3.1) Context of our 'Question & Answer Workshops'

Please note, we do not offer these workshops with our HALF DAY celebration. If The School has booked a FULL DAY celebration, but chosen to have TWO performances, The Company will provide 1 'Interactive Q & A Workshop' after each performance, both limited to a maximum of 150 children.

#### 3.2) Responsibility of school

To enable our performers to safely and successfully deliver the follow-on 'Interactive Q & A Workshops', we would request the following:

- a) 1 qualified class teacher for every 30 children must be in attendance throughout the workshop, and teaching staff will remain for the duration of the workshop, as assisting our actors wherever possible in encouraging and supporting the children in this practical session.
- b) During the workshop, the children must not be left unattended at any time. If this does happen, our staff members have been instructed to stop the activity until a member of the school teaching staff returns.
- c) The teaching staff in attendance, and ultimately the school, is fully responsible for the welfare, discipline and behaviour of their children whilst participating in the workshop. If, for any reason, teaching staff wish to halt or abandon the Q & A, they should notify the actors of their concerns and stop proceedings immediately.
- d) Little Blue Monster will not be held responsible for any accidental damage to school property, or injury incurred by staff or children during the performance or subsequent Q & A sessions.

### 4) COMPANY VEHICLE

#### 4.1) Parking

The Company will require a parking space close to the school hall/performance area to load and unload scenery, where our van can remain for the duration of our visit. Please ensure that you have arranged for The Company to unload from the closest access point to the school hall.

Please note, if we are unable to park close to the school hall, and The Company considers the route and distance to offload to be excessive, dangerous, or inaccessible, we will have the right to withdraw or postpone the performance.

### 5) HOSPITALITY

#### 5.1) Named contact to meet company upon arrival

Prior to our arrival, The School will have nominated a named contact. This person will have been fully briefed about the content of the day, along with our terms & conditions, and be made available to meet our acting company on the day of our visit, assisting with any questions we may have. We would prefer if the contact were somebody involved in the actual day, and better still, watching the show.

#### 5.2) Changing room

The School is required to provide a small, ideally lockable room, away from children, where our acting company can change into costume and leave their belongings for the duration of the visit.

### **5.3) Staff Toilets**

The acting company should be notified of which staff toilets to use during the day of our visit. Under no circumstances, are the acting company permitted to use toilets used by the children.

### **5.4) Refreshments**

We would request that our actors are provided with light refreshments on their arrival, and throughout their working day (tea/coffee/cold drinks etc).

### **5.5) Complimentary school meal**

Our actors are required to remain on the school site for the duration of the visit, so we would ask that The School provide a complimentary school meal for up to 3 people.

## **6) CANCELLING OR RESHEDULING YOUR BOOKING**

### **6.1) 10 day cooling off period**

The booking form you have received and these Terms & Conditions form the basis of a legally binding agreement between your school and Little Blue Monster Productions. You do not need to sign anything, but if you do wish to cancel this booking without financial penalties being applied, you must let us know in writing within 10 days from the date the booking was made. If we do not hear from you within 10 days, our cancellation terms and fees will then apply, which are as follows:

### **6.2) After 10 days - non refundable deposit**

If, after 10 days, The School wishes to cancel, postpone or reschedule the performance date, they will still be invoiced for and expected to pay a non refundable deposit payment (50% of the overall booking fee), but any other monies received will be returned in full. In the instance of postponement or rescheduling by The School, The Company will endeavor to find an alternative date, but if this is not possible and The School still wishes to cancel their booking, the non-refundable deposit will still be due.

### **6.3) Up to 12 weeks before our visit**

Should The School wish to cancel the performance within 12 weeks of our visit, they will be liable to pay the entire agreed fee, and invoiced accordingly. If, however, The School wish to postpone or reschedule the performance within 12 weeks of our visit, they will forfeit their non refundable deposit payment, but any other monies received will be returned in full. In this instance, The Company will endeavour to find an alternative performance date, but if a mutually convenient date cannot be found, and The School chooses not to host the original performance date, this will be deemed as a cancelled booking and The School will be liable to pay the entire agreed fee.

### **6.4) Less than 24 hours before our visit**

If The School wishes to cancel, postpone or reschedule the performance date with less than 24 hours notice, and for whatever reason, this will be deemed as a cancelled booking with The School liable to pay the entire agreed fee, plus any reasonable accommodation and travel costs incurred by The Company.

### **6.5) Cancellation by The Company**

In exceptional circumstances, where The Company may have to cancel the performance prior to the date of our visit, in the first instance, an alternative date will be offered, but if The School is unable to accommodate the alternative date, then a full refund will be given to The School.

### **6.6) Breach of Terms & Conditions**

If any of the terms and conditions of this contract are breached during our visit to your school, resulting in The Company withdrawing their services, this will be classed as a cancelled booking, with The School liable to pay the entire agreed fee, and where applicable, any accommodation and travel costs incurred by The Company.

## **7) INVOICE & PAYMENT METHOD**

### **7.1) When will you receive your invoices?**

Following the 10 day cooling off period, we will then issue The School with two invoices; our non refundable deposit invoice (for 50% of the total fee) which will be due immediately, and our final fee invoice (for the remaining balance) which will be due on the day of our visit.

### **7.2) Payment Methods**

Payment can be made either by BACS direct into our bank account or by cheque made payable to 'Little Blue Monster Limited'. Should your school need to pay via County Council or any other means, please contact Little Blue Monster to discuss this arrangement. When making payment, please forward a payment remittance to [hello@littlebluemonster.co.uk](mailto:hello@littlebluemonster.co.uk)

## **8) SAFETY AND BEHAVIOUR OF CHILDREN**

### **8.1) Overall School responsibility**

Little Blue Monster makes every effort to ensure the utmost and reasonable safety of children attending one of our performances or participating in an adventure workshop activity, but it must be noted that in signing our agreement, The School and its representatives take full responsibility for the safety and behaviour of their children.