

Touring: memorandum of understanding

This form is to be used by applicants for funding under the Arts Council’s Touring and Dissemination of Work Scheme.

The purpose of the memorandum is to ensure that the applicant and each partner organisation agree on all essential details in advance of the tour.

A partner organisation is the organisation that takes responsibility for hosting the activity in an individual location on the tour – for example, it could be a venue, a presenter, an arts organisation or an events promoter.

**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

The parties to this memorandum of understanding are:

|  |  |
| --- | --- |
| Applicant/producer: |  |
| Partner organisation: |  |

Audience and marketing details agreed

The following details are agreed between the parties:

|  |  |
| --- | --- |
| The agreed target-audience numbers  *This should be the aggregate number for all shows in the run at the partnering venue* |  |
| Deadline date for discussion between the parties to agree marketing details/contra agreements.  *This should be at least two months in advance of the show.* |  |
| Date by which the applicant/producer agrees to supply marketing materials to the partner organisation.  *This should be at least six weeks in advance of the show.* |  |

*Guidelines on marketing are available on the Arts Council website at* <http://www.artscouncil.ie/Arts-in-Ireland/Venues/Information-resource/Marketing-and-PR/>

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 minimum amount (guarantee) that the venue expects to pay the applicant.* | | €0.00 | |
| **Venue rental** *This is 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 | | %     % |

Declaration of agreement

|  |  |  |
| --- | --- | --- |
| This memorandum has been agreed between the parties on: | Date |  |
| On behalf of the applicant/producer | | |

Name

Position

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

Name

Position

|  |
| --- |
|  |