

DONMAR WAREHOUSE SCHOOLS' PERFORMANCE PROGRAMME TERMS & CONDITIONS

The Donmar Warehouse's Schools' Performance Programme offers school groups free tickets, thanks to our friends and funders' generous support of YOUNG+FREE. As such, we expect schools who book with us to agree to the following terms & conditions:

Participation in the Schools' Performance Programme

- Provide written confirmation from your school, signed by both the teacher leading the trip and the Head Teacher, or a member of the senior management team
- Take part in all elements of the Programme, including the teachers' preview, in-school workshop, and the schools' performance and post-show discussion
- Familiarise yourself with the Donmar's safeguarding policy

In-school workshop

- Confirm a time and date suitable for the in-school workshop with the Donmar's Education & Access Administrator, and confirm receipt of your allocated workshop time
- Ensure that students are able to attend the in-school workshop and that an appropriate, clear space is provided for the workshop to take place in
- Ensure that a member of staff is present in the room at all times during the workshop
- The Donmar reserves the right to charge schools that do not attend a workshop, or cancel a workshop with less than three working days' notice, up to £150 a workshop

Tickets and schools' performance

- Staffing responsibilities: ensure that students attend the performance with no less than one member of staff per ten students (1:10). Students should be supervised at all times, including on their journeys to and from the theatre. If your group is arriving in several smaller groups, it is helpful to us if staff have exchanged phone numbers to facilitate communication in the event of any problems or delay
- Ensure that all tickets allocated by the Donmar are used by students, and to inform the Donmar Discover team of any cancellations a minimum of two weeks before the performance
- The Donmar reserves the right to charge schools that do not attend their designated schools' performance, or who bring fewer students than agreed, up to £25 for every ticket that is not used
- Ensure that students have their mobile phones and other electronic equipment switched off for the duration of the performance, and that students adhere to basic theatre etiquette. Photography is not permitted in the theatre for safeguarding and copyright reasons
- Teachers/supervising staff should ensure that each individual has their own ticket before entering the theatre, and that the individual is seated in their allocated seat
- Ensure that evaluation forms are completed after the performance and returned to the Donmar's Education & Access Administrator

In signing this agreement, your school agrees to adhere to the above terms & conditions. We reserve the right not to work with schools who do not fully commit to every aspect of the programme.



DONMAR WAREHOUSE SCHOOLS' PERFORMANCE PROGRAMME SCHOOLS' AGREEMENT

We are delighted to be welcoming you and your students to a schools' performance at the Donmar Warehouse. As part of the Schools' Performance Programme, we ask that you complete the following form, including sign off from your school's Head Teacher.

Once the form has been completed, please scan and email it back to us or return by post to: Donmar Discover, Donmar Warehouse Projects Ltd, 3 Dryden Street, London WC2E 9NA

If you have any questions, please don't hesitate to call us on 020 7845 5820 or email discover@donmarwarehouse.com.

SCHOOL NAME: _____

PRODUCTION: _____

We agree to:

Tick here

Attend the teachers' preview on the specified date	<input type="checkbox"/>
Ensure that all tickets are used by students, and to inform the Donmar a minimum of two weeks in advance of the performance if fewer students than the number agreed will be attending	<input type="checkbox"/>
Arrange a pre-show, in-school workshop in an appropriate space, understanding that if the workshop is cancelled with less than three working days' notice, there could be a charge of up to £150	<input type="checkbox"/>
Return all student and teacher evaluation forms to the Donmar Warehouse within the outlined timeframe	<input type="checkbox"/>
Accompany all students to the theatre with a staff:student ratio of 1:10, and ensure that your group arrive at the theatre at least half an hour before the performance time	<input type="checkbox"/>
The condition that the Donmar will charge schools that do not attend their designated schools' performance, or who bring fewer students than agreed to the performance without sufficient notice, up to £25 for every ticket that is not used	<input type="checkbox"/>

SIGNED:

Lead Teacher name: Date:

Lead Teacher signature:

Head Teacher name: Date:

Head Teacher signature: