

Performance and Screening details & requirements list

Please allow 10 days for your performance and screening to be put on sale

In order for mac Birmingham to put your show/screening on sale as soon as possible, we require you to fill in as much details as possible using the table on page 2. We reserve the right to delay your event's entry onto our systems should you not be able to provide us with the relevant information. Please call 0121 446 3250 if you have any queries.

Please note the following important information:

- Please note that it is your responsibility to ensure that you have the **correct rights, authorisations & licences for your event**. Please ensure that you have all the relevant child performance licence in place. This may be requested on the day of the performance. More details are available here: https://www.birmingham.gov.uk/info/50075/children_in_entertainment_and_employment/1092/child_performance_licence
- Please note that you are unable to use our Midlands Arts Centre logo in any of your literatures, images or documents. Please use the name "Midlands Arts Centre" instead. **There is a 10% commission charge on tickets**. Please note that for performances you must use our ticketing services.
- If you are hosting a Performance in our Main Theatre, Foyle Studio or Hexagon Theatre you will be allocated a MAC Technician. For a smooth running Performance, it's important that you **send your technical requirements** and/or contact our Technical Team by email at PerformancesTechnical@macbirmingham.co.uk or by phone on 0121 446 3249. Please note that - due to the nature of their work - the Technical Team may not be able to get back to you immediately. The Performance Technical Form is available here: www.macbirmingham.co.uk/hire/useful-information Resource and Technical equipment are shared between venues, however we will do our utmost to accommodate your requirements.
- For each Performance we will be locking **2 house seats** for the Hexagon and Foyle Theatre and **4 house seats** for the Main Theatre. Those seats can only be released on the day by the Operation Manager
- **Once completed, please email the form back to Hires@macbirmingham.co.uk**

Midlands Arts Centre

Registered Office:
Cannon Hill Park, Birmingham,
B12 9QH

T 0121 446 3250
F 0121 446 3201
E hires@macbirmingham.co.uk
W www.macbirmingham.co.uk/hires

Registered company no. 718349
Registered charity no. 528979
VAT no. 818 2851 16

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|---|--|
| Name of the performance or screening: | |
| Date(s): | |
| Starting time: | |
| Interval time (if known): | |
| Interval length: | |
| Finishing time: | |
| Total running time: | |
| Age limit (if appropriate): | |
| Synopsis / copy: (no more than 100 words) Can include director/cast and background of the performance | |
| Technical note (i.e. strobe lighting, film format). More information will be required near the time of your event via our Technical Team and Form: | |
| Technical contact name and email: | |
| Standard ticket price: | |
| Concession ticket price: | |
| Any other ticket offer: | |
| Email contact for sale report: | |
| Website details: | |
| YouTube link: | |
| Facebook address: | |
| Twitter address: | |
| Visual/picture | Please email a landscape picture (in a JPEG format) relevant to the event in a <u>820 X 389 pixels landscape format with a DPI of 300</u>. Ensure to have the relevant authorisation. |
| PLEASE SEE NOTE: | |

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