



## **BOOKING INFORMATION**



## **Ti-Jean at La Chèvre**

**Summer 2018**

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## Ti-Jean et La Chèvre

### Technical and Performance Requirements

#### Technical requirements:

- A minimum of **one hour** is required to set up the hall and **one hour** to clear away without anyone else being in the hall at that time. Performance running time is **one hour**.
- The play is specifically designed to be performed in a school hall and **not on a stage**. (Ideal space requirement - 16m x 14m).

**Please contact TSF office if your hall dimensions fall short of this to discuss if the space is large enough.**

- Curtains or blinds in performance space to darken the room
- Access to 13 amp power sockets.

#### Seating Arrangements:

- Please check that you have enough space and that you are able to provide seating in a tiered arrangement of mats, benches and chairs so that all the pupils can see (see floor and seating plan for layout of seating).
- Maximum number of pupils per performance is **130**. **Unless previously agreed in the booking process, TSF reserves the right to refuse to perform if the numbers on the day exceed this limit.**

#### Performance requirements:

- The play is designed for pupils who are learning French: ages 6-10.
- The performance lasts **one hour** - you will need to allow time for children to come in and leave the hall on top of the performance and set up time.
- Please do not allow people to walk through the hall during the performance.

- Please could teaching staff organise the pupils entering the performance space and seat them rather than leaving it to the TSF company.
- Please ensure that teaching staff are in the hall at all times during the performance.
- Please ensure there are no interruptions during the performance – could all mobile phones be switched off.
- **Please note that videoing or taking photographs during the performance is not allowed. Photographs can be taken at the end of the show if sufficient time.**

**IMPORTANT:**

*For health and safety reasons please ensure there are no pupils in the hall whilst the company are setting up or whilst they are taking down the set at the end of the performance.*

**If you are unable to meet any of these requirements please contact the TSF office to discuss possible alternative arrangements.**



## **Ti-Jean et La Chèvre**

### **Cancellation Policy**

In the event of the school requesting to cancel the booking as set out on the booking form:

- within 14 days prior to the agreed date(s), the full fee will still be payable\*\*
- within 15 – 28 days prior to the agreed date(s), half the full fee will be payable\*\*
- over 28 days prior to the agreed date(s), no fee will be payable

*[\*\* unless a replacement booking can be found]*

**Please note that by completing the booking form you are agreeing to the terms and conditions of this policy.**

# Ti-Jean at La Chèvre

Floor Plan Seating Arrangements

NOT TO SCALE

16m Approx

