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## TERMS AND CONDITIONS OF A DRAMA PARTY BOOKING

*The term 'The Client' refers to the person who made the booking and signed the Booking Form. 'LATC' refers to Little Actors Theatre Company.*

### General Conditions:

- At all times the children remain the responsibility of the named parents/guardians/party organizer.
- Deposits must be paid to confirm the booking and are non-refundable under any circumstances.
- Fees are due fourteen days before the date of the party. They will only be refunded with seven days written notice of cancellation. Otherwise fees are still due in full.
- If the balance of the fee is not received seven days prior to the party LATC reserves the right not to attend.

### The Client Agrees:

- To clear the space of distractions e.g. toys, food, balloons, swings etc., so as to maximize the children's involvement in the drama. Experience has shown that distractions can disrupt the flow of very excited children.
- That it is very distracting for the children if adults are chatting in a corner and will endeavour to provide a separate space for any adults present. (They can be invited back in at the end of the drama to see a 'showing' of the children's work). Or to advise adults that they are welcome to participate or to provide an attentive, participatory audience for the children.
- That parental supervision and participation is **required and essential** for children under five years old. As the children are so young their attention span can wander and they need an adult to bring them back to the action. The responsibility of the actor/actors is to the core of children who remain engaged and he/she/they cannot stop and go after wandering children as this would disrupt the flow. The participation of parents/carers enhances the experience for the very young who naturally emulate the behaviour to the adult they trust most.
- That for children over six years the responsibility of the actor/actors is to the core of children who remain engaged and he/she/they cannot stop and go after wandering children as this would disrupt the flow. Parents/adults are required to supervise the behaviour and welfare of the children and to encourage the participation of shy children.
- To encourage co-operation from the children so as to make the most of the interactive time. The actor/s is/are not responsible for dealing with unco-operative children as their focus needs to be on the children engaged in the acting process.
- To keep Little Actors Theatre informed of any changes to the theme or any additional ideas so that it can be incorporated into the drama prior to the party.
- That they are fully aware that actor comes as a facilitator for the children to act out the story and is **not** making an appearance as a character. Nor are they engaged as the 'Entertainer' to appear before a room full of children. They are there to work constructively as facilitators with the children to engage them in an acting workshop.
- That the actor is only booked for the interaction time as confirmed in advance as stated on the Booking Form. Changes in the schedule need to be arranged in advance and are dependent on the availability of the named actor.
- LATC cannot provide costumes, props, set etc.
- LATC can facilitate prize based games for the client (e.g. Pass the Parcel etc). The Client needs to provide the materials.
- LATC can provide music if appropriate to the theme if arranged in advance.
- The client is aware that the emphasis of the work LATC carries out with the children is to stimulate and work with their imaginations.
- That LATC will prepare material appropriate for the age of the child named on the party booking form. In circumstances where the party involves a mix of ages, LATC will seek to include all of the children on a "best endeavours" basis, but will ultimately pitch the material towards the "named child".

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