



MODEL 03 — BY INVITATION — CO-PRESENTATION AGREEMENT

Circle & Star Presents

Co-Presentation Agreement

This agreement is between the Artist named below (the Artist) and Circle & Star Theatre, 28 Heath Street, London NW3 6TE (the Venue).

Your show. Our stage. That's the amplification. That's what you're here for.

Overview

Circle & Star Presents is built around collaboration. It is for work that needs more than a room — projects that benefit from a development space, a marketing platform, and a creative partner working alongside the artist from the beginning. We bring the infrastructure, the audience relationship, and our full promotional capability. You bring the work and the commitment to develop it together.

SECTION 1

Project Details

Contract ref: _____

Artist / Company: _____

Contact name: _____

Contact email: _____

Show title / format: _____

Performance date(s): _____

Number of performances: _____

Ticket price(s): _____

Capacity:

55 seats (maximum — no exceptions)

Billing:

Circle & Star Presents

Sales milestone (per performance): _____

Doors open: 7:00pm 7:30pm

Show start: 7:30pm 8:00pm

Get-in time: 5:30pm other (agreed)

Adult themes: Yes No

Amplified performance: Yes No

Under-18s welcome: Yes No

SECTION 2

Financial Terms

The split is negotiated per project and reflects the real weight of each party's contribution. Both parties sign knowing exactly what they carry and what they stand to gain.

Box office split: _____% to Artist / _____% to Circle & Star

Deposit: £_____ — non-refundable, payable on contract signing

Settlement: Box office settled within 14 days of final performance

Transaction fees: Passed through at cost — not marked up by C&S

SECTION 3

What Makes a Project Right for Circle & Star Presents

- More than one performance — a run that gives the work room to breathe and find its audience.
- Premiere or profile-building intent — a first run, a significant new iteration, or a moment where visibility genuinely matters.
- A genuine collaborative spirit — open to creative input, engaged with the campaign, and committed to the partnership.

If your project is a one-off, Dry Hire or Dry Hire+ is the right fit — and a strong one.

SECTION 4

Artist Obligations

Your obligations under Circle & Star Presents are active, not passive. This is a co-presentation.

- Promotional assets — biography, images, and show description. Due within 48hrs of signing if <1 month to show; otherwise 4–6 weeks in advance.
- Campaign participation — provide content, approve copy, and promote through own channels.
- Creative collaboration — engage with Circle & Star's creative direction in good faith.
- Call time — arrive at agreed call time for each performance.

SECTION 5

Circle & Star Obligations

C&S; is a full partner — creatively, operationally, and publicly.

- Venue listing on circleandstar.com and Ticket Tailor from the moment tickets go on sale.
- Professional front-of-house and door management throughout all performances.
- Artistic Director involvement — from first conversation to final performance.
- Producer involvement — scheduling, campaign narrative, and production management.
- Full promotional campaign: Instagram content series, Stories, schedule integration, pre-show countdown.
- Email marketing to the Circle & Star house list.
- Designed promotional collateral — produced in collaboration with the Artist.
- "Circle & Star Presents" billing — editorial endorsement and creative co-authorship.
- Box office settlement within 14 days of the final performance date.

SECTION 6

Sales Monitoring & Show Viability

- Both parties agree to monitor ticket sales jointly from the moment they go on sale.
- If sales are below the agreed threshold, both parties will review together and agree on next steps.
- C&S; reserves the right to pull or reschedule any performance where sales are critically low. Where practicable, not less than 7 days' written notice will be given.

SECTION 12

Brand Usage & Co-Presentation Billing

- "Circle & Star Presents" billing applies to all public-facing materials for this project.
- All listing copy is produced in collaboration and must be approved by both parties before publication.
- The Artist may not use the "Circle & Star Presents" designation in connection with any other project without prior written consent.

SECTION 7

Licensing, Content & Venue Standards

All performances are subject to the venue's operating licence and the following content standards:

- Performance start and end times must be agreed at booking and cannot be extended on the night without prior written approval.
- No nudity — full or partial nudity is not permitted in any performance regardless of artistic context.
- Discriminatory content — racist, sexist, homophobic, or otherwise harmful content will not be accommodated. Non-negotiable.
- Sound levels are managed to comply with licence conditions.
- Age designation — adult themes or strong language must be declared at booking and clearly communicated in all promotional copy.

SECTION 8

Freelancers, Crew & Third-Party Suppliers

Anyone you bring into the building is your responsibility.

- Freelancers or third-party suppliers engaged by the Artist / Hirer are engaged entirely at the Artist's / Hirer's own risk.
- Circle & Star's in-house technical infrastructure remains under C&S; operational control at all times.
- C&S; may on occasion suggest freelancer names — this is not a recommendation of competency.

SECTION 9

Performance Window & Venue Curfew

- Earliest building access (get-in): 5:30pm.
- Standard door configurations: 7:00pm (show 7:30pm) or 7:30pm (show 8:00pm) — agreed at booking.
- Venue curfew: 11:00pm — all performances, get-outs, and activity must conclude by this time, without exception.
- Technical run-through within the get-in window: included at no charge. This is a functional check, not a rehearsal.
- Full rehearsals and in-depth technical sessions are not included — charged at hourly or daytime hire rate. Request at booking stage.

SECTION 10

Fire Safety & Health and Safety

- Fire exits, escape routes, and access spaces must remain unobstructed at all times.
- All electrical equipment brought in must be PAT tested.
- Smoking, vaping, and naked flames are not permitted without prior written approval.
- Backstage areas are strictly off limits to audience members at all times.

SECTION 11

Insurance, Loss, Damage & Theft

- C&S; accepts no responsibility for loss or damage to equipment brought in by the Artist / Hirer.
- Artist / Hirer must hold adequate public liability insurance — minimum £1m per occurrence recommended.
- Any damage to C&S; property caused by the Artist / Hirer, their crew, or guests is their financial responsibility.

SECTION 13

Cancellation, Rescheduling & Force Majeure

- Hire fee / deposit is non-refundable within 28 days of the performance date.
- Cancellation by Artist / Hirer outside 28 days: hire fee may be applied to a rescheduled date at C&S's discretion.
- Cancellation by Circle & Star due to circumstances within our control: hire fee refunded in full.
- Force majeure: neither party shall be liable for failure to perform resulting from circumstances beyond their reasonable control.

SECTION 14

Intellectual Property & Music Licensing

- Music licensing and performing rights are the sole responsibility of the Artist / Hirer (PRS, PPL, and any synchronisation licences).
- Artist / Hirer grants C&S; a non-exclusive, royalty-free licence to use supplied promotional materials for the sole purpose of promoting this booking.

SECTION 15

Limitation of Liability

- C&S's total liability shall not exceed the value of the hire fee applicable to the relevant performance.
- Neither party shall be liable for any indirect or consequential losses.
- Nothing in this agreement limits liability for death or personal injury caused by negligence.

SECTION 16

Data Protection

- Both parties agree to comply with UK GDPR and the Data Protection Act 2018.
- Personal data is held by Circle & Star solely for the purpose of administering this booking.
- Attendee data may not be added to any mailing list, used for future marketing, or transferred to any third party without explicit consent.

SECTION 17

Entire Agreement & Variation

- This agreement supersedes all prior discussions, representations, and understandings.
- No variation shall be effective unless made in writing and signed by both parties.

SECTION 18

Governing Law

This agreement is governed by the laws of England and Wales. Any dispute shall be subject to the exclusive jurisdiction of the courts of England and Wales.

SIGNATURES

By signing below, both parties confirm they have read, understood, and agreed to the terms set out in this agreement.

The Artist / Hirer

Full name:

Role / Company:

Signature:

Date:

Circle & Star Theatre

**On behalf of Circle & Star Theatre
28 Heath Street, London NW3 6TE**

Signature:

Date:

hello@circleandstar.com · www.circleandstar.com · @circleandstartheatre