Touring: Memorandum of Understanding



**This memorandum of understanding (MOU) MUST be explicitly agreed with the partner organisation for EACH location on your tour, and the Arts Council assumes that both parties are fully aware of, and committed to, its contents.**

**Please combine all completed MOUs into one document for submission**.

 Parties to the memorandum

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| --- | --- |
| Applicant/producer: |       |
| Partner organisation – venue, festival, etc.: |       |

 Audience

|  |  |
| --- | --- |
| Start date: |       |
| Number of performances/exhibition days:  |       |
| The agreed target-audience number per performance: THIS IS ESSENTIAL. |       |

Financial agreement between the parties

The following details (based on the audience target) are agreed between the parties. Where an item is not relevant to the memorandum between the parties, please ignore it.

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| --- | --- |
| **Box-office income***This is the expected total for all shows in the run at the partnering venue (where relevant).* | €0.00 |
| **Royalty payment***Depending on the nature of the show, royalty payments may apply.*  | €0.00 |
| **Minimum payment to applicant** *This is the ‘guarantee’ that the venue expects to pay the applicant (where relevant).* | €0.00 |
| **Venue rental***This is the amount that the applicant will pay for the rental of the venue (where relevant).* | €0.00 |
| **Box-office split** (e.g. 50/50, 75/25, etc.)*If the financial agreement is based on box-office split, please indicate the percentage for each party.*  | Applicant/producer:Partner organisation/venue: |    %   % |

In-kind supports

Please outline any in-kind supports being made available as part of this agreement (e.g. rehearsal space, public engagement/marketing support, etc.).

(max. 1,200 characters including spaces/approx. 200 words)

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|       |

Any other comments

Are there any other details about the agreement you wish to share?

(max. 1,200 characters including spaces/approx. 200 words)

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|       |

Date by which this agreement will be confirmed

The applicant will be notified of the outcome of their Touring of Work Scheme application in August 2025, which may affect whether or not this agreement goes ahead. We recommend that the applicant and partner organisations agree a date for confirmation, amendment or withdrawal of this agreement.

Date:

Declaration of agreement

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| On behalf of the applicant/producer: |

Name:

Position:

|  |
| --- |
| On behalf of the partner organisation/venue: |

Name:

Position: