

Booking a show for your community

Krosswindz, Wales Puja Committee, Penyrheol Community Centre (Image: Nuria Serna)

Night Out helps community groups in Wales put on professional shows in their local area by taking away the headache of financial risk.

Before

Contact us at the Night Out office or [visit our website](#) for great ideas on suitable shows for your hall. You can book professional performers you have discovered elsewhere, however we do not cover choirs, pantomimes or tribute acts. Get in touch with the performer, ensure their show can fit your venue, check what they require and if they can provide publicity materials, then pencil in a date. [Make an application through the Night Out website](#), applying at least four weeks before the event but preferably much earlier. You set the ticket prices which should reflect what is affordable in your community and the value of the show; tickets can be printed for you if requested for no extra charge.

Night Out will pay the performer fees which can vary greatly in scale and may cost anything up to £1,100. You get the performer at a standard subsidised price which is currently 50% of the full fee up to a maximum of £300 (£200 if the venue is in the top 20% of the Welsh index of Multiple Deprivation). You don't pay anything back until after the event.

In some cases we can arrange for this to be completely or partially guaranteed by your local authority so that your risk of losing money is either minimised or eliminated.

It is possible to book more expensive shows costing above £1,100 up to a maximum performer fee of £3,000 however instead of the guarantee being £300 the amount your organisation must pay back will go up by the same amount the performer fee is above the £1,100.



Bash Street Theatre, Ysgol Y Graig (Image: Vision Foundation)

Total Performer Fees	Guarantee (the minimum you must pay back)
£300	£150
£500	£250 (£200 top 20% WIMD)
£600	£300 (£200)
£1,100	£300 (£200)
£1,200	£400 (£300)
£2,500	£1,700 (£1,600)

Putting on the event

You are responsible for putting on the event so make sure you have others who can help with the workload. Check with your local authority to see if you need a Temporary Events Notice or other license - this will have to be applied for an absolute minimum of ten working days before the event.

If you do not apply in time the event will have to be cancelled and you may be liable for cancellation fees.

Check with the performers when you will receive publicity or press information, what time they need to set up, how the show is staged, where they can get changed and any technical or access issues – a photo of the performance space may help. Please ask if they would like food or a drink on the night and if so check dietary requirements.

Social media may prove your best option for marketing and promotion but do promote the event to your local press and community; put up posters and remember word of mouth is crucial. Please credit Night Out support and include information about disabled access at the venue ([logos are available on our website](#)).

At the start of the event introduce the show and mention if there is an interval, go through basic health and safety issues (fire exits, turn off mobile phones etc) and please acknowledge support from Night Out and other funders. Unless the performers say otherwise close the bar or tuck shop during the performance and don't let an interval raffle overrun. Have a great time!



Circus Raj, (Image: Roxanne Hawkins)

Afterwards

(exact financial arrangements may vary slightly)

We pay the performer their full fee upon receipt of their invoice and report form.

You complete our simple report form declaring your ticket income and once we send you an invoice make any payment to the Arts Council of Wales. For direct payments our bank details are on the bottom of the invoice.

If you don't make £300/£200 but have a local authority guarantee this will cover the difference. Just send the ticket income you have and we will bill your local authority for the deficit. We just expect you to try your best to sell the performance. If you make more than £300/£200 your group can keep the next £100 profit, or more if your agreed costs are higher.

Any money after that, up to the full performer cost, should be returned to Night Out so we can support someone else's event. Please note that this only applies to the ticket income. Any money raised from the sale of refreshments or a raffle would be yours to keep.

Contact us

Further help and advice on promoting your event, including 'Advice for Promoters' and 'It's Easy to be Bilingual', can be [downloaded from our website](#) or you can contact us by phone 029 2044 1340 or email: enquiry@nightout.org.uk