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**Organisation Membership application form**

For organisations directly involved in the presentation and/or production of the performing arts.

**Please return your completed form:**

By email to: [members@soltukt.co.uk](mailto:members@soltukt.co.uk)

Or by post to: UK Theatre, 32 Rose Street, Covent Garden, London. WC2E 9ET

**Application Process**

**It takes 5-6 weeks to complete the membership application process, which will begin once your signed and completed form has been received.**

All membership applications are initially considered by UK Theatre’s Chief Executive, the Head of UK Theatre and the UK Theatre Board.

Once the Board has recommended approval, notice of your applications is then circulated to all UK Theatre Member Representatives and to Equity. If no objections to the application are received within 21 days, you will be accepted into membership. An invoice is then raised for the appropriate subscription rate and your membership of the UK Theatre Association is confirmed on payment of your subscription.

**For any queries regarding membership and application process please contact UK Theatre on 020 7557 6700 or email** [**members@soltukt.co.uk**](mailto:members@soltukt.co.uk)**.**

**Legal name of organisation:**

**Trading name** (if different):

UK Theatre Association represents the essential interests of performing arts in the UK. UK Theatre Association Members accept the minimum terms and conditions of those agreements currently in place with trade unions recognised by UK Theatre Association representing those working in professional theatre and agree to use the contracts of employment currently in place with these trade unions unless a separate House Agreement has been negotiated.

**We support UK Theatre Association’s aims and if accepted into membership**

**agree to abide by UK Theatre Association’s** [**Articles of Association**](http://uktheatre.org/_resources/assets/attachment/full/0/51324.pdf)❒

**Company number:**

**Charity number** (if applicable):

**Main Office Address:**

**Postcode:**

**Registered Company Address** (if different):

**Telephone number:**

**Website:**

**Twitter Handle:**

**Logo** (please insert below, or provide a download link, or attach to your email when returning this application form):

**UK Theatre Association Member Representative**

This will be the person delegated to legally represent your organisation and to whom correspondence is addressed. It should be a member of your senior management e.g. Executive Director. For more information about this read our [explanation sheet](https://uktheatre.org/_resources/assets/attachment/full/0/2341699.pdf) or see the information at the end of this form.\*

**Member Representative Name:**

**Job Title:**

**Email address:**

**Billing contact** (e.g. Accounts Department):

Name:

Email address:

**Billing address** (if different to main or registered address):

**Legal status** (please tick one)

**Unincorporated Association** ❒

**Partnership** ❒

**Local Authority** ❒

**Limited Company**  ❒

**Charity**  ❒

**Social Enterprise**  ❒

**Other** (please specify) ❒ ­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Organisation type**

In order to determine which of our Agreements are most appropriate for you, please select which of the following Organisation categories applies to you most closely.

*Organisations (both production companies and venues) with long-term funding agreements will be allocated an appropriate Middle Range Salary Level grade (MRSL) and will be required to have paid actors on average no less than the relevant MRSL over the financial period set by UK Theatre and Equity. If you have any questions about this element of your application or our Agreements, please call us on 020 7557 6700.*

**Production Company:**

Commercial touring ❒

Commercial seasons (festivals, summer outdoor productions etc.) ❒

Production Company with long-term funding agreement (e.g. 3 - 4years) from

either: Arts Council England, Arts Council of Wales, Arts Council of Northern Ireland

or Creative Scotland ❒

Other (please specify: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ ❒

**Venue:**

Producing House ❒

Presenting House ❒

Principally Presenting house occasionally producing own productions (e.g. pantomimes) ❒

Principally Producing House occasionally presenting/receiving work ❒

Other (please specify) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ ❒

Does your venue have a long-term funding agreement (e.g. 3 - 4years) with either: Arts Council England, Arts Council of Wales, Arts Council of Northern Ireland or Creative Scotland: **Yes/No**

**If your organisation is a production company also managing a venue, please provide the name of the venue(s):**

**If your organisation is a venue, please tell us the seating capacity of your each of your performance spaces:**

Auditoria Name:

Capacity:

Auditoria Name:

Capacity:

Auditoria Name:

Capacity:

If you would like to take part in our Box Office Sales Data reporting please tick this box and we will send you further information ❒

**Date your organisation began trading:**

**Number of production weeks *last* calendar year (Jan – Dec) out of 52:**

**Estimated number of production weeks *this* calendaryear (Jan – Dec) out of 52:**

**Turnover\*\* for the past calendar year (Jan – Dec):**

**Estimated turnover\*\* for the current calendar year:**

**Consent and Confirmation**

I agree to UK Theatre Association’s request to send or supply documents to me in electronic

form ❒

Signed:

Print name:

Date:

*\*Every Organisation Member of UK Theatre must have a* ***Member Representative*** *who acts as UK Theatre’s main point of contact within their organisation. The Member Representative is the**authorised representative of their organisation.*

*Member Organisations must name their Member Representative at the time of applying for UK Theatre membership, or within no less than 14 days of being accepted into membership.*

*Member Representatives are asked to disseminate information from UK Theatre amongst their colleagues.*

*Member Representatives are eligible to sit on the UK Theatre Board, can vote at the AGM and they are notified of new Organisation Member applications made to UK Theatre, giving them the right to object.*

*The Member Representative counts as one of the Member Organisation’s “allocated members” allowance. They also have the power to make changes to the “allocated memberships” within their organisation, for example if a staff member with an allocated membership leaves the organisations or an existing staff member requires a membership allocation. An organisation can change their Member Representative at any time by giving 7 days' notice in writing to* [*members@soltukt.co.uk*](mailto:members@soltukt.co.uk) *with the details of the replacement Member Representative.*

\*\**This is defined as the figure for* ***turnover*** *in accounts for the company and all subsidiary companies where activities relate to the principal business activity of performance. Subsidiary companies would include but not be limited to a theatre’s own catering operation or trading and shop outlet. The figure should include gross box office turnover net of VAT, grant income and the net revenue from all ancillary and trading activities including catering and bars or income shown in the company’s accounts received from franchised operations. Any special arrangements for a reduced level of subscription, e.g. introductory or decreased activity due to refurbishment or where a company’s annual performance programme encompasses less than 50% of theatre, opera and/or dance, are for a finite period to be specified in advance of the period of change requiring a special arrangement.*

“UK Theatre” is the operating name of UK Theatre Association, which was founded by Sir Henry Irving in 1894 and is a company limited by guarantee registered in England and Wales, whose registered office is at the above address.

**Company No** 323204 **VAT Registration No** 242 2801 94