

Terms & Conditions for D Webb Productions for School Performance Bookings

The following terms and conditions apply to D Webb Productions. Changes to these terms and conditions require the written consent of D Webb Productions. Any changes authorised by D Webb Productions will be confirmed in an addendum.

1. Performance Space, timing & numbers of audience

- Each performance is approximately 1 hour in length. There will need to be 30 mins to set-up and pack away time allocated. You and your staff agree to read the risk assessment for set-up, performance and pack away safety guidelines.
- Each workshop will be up to 1 hour or less to fit in with the timings of your school. All workshops are for one class only (approx. 30 children) and the class teacher and any other adults who would normally be in that timed session should be present for the whole workshop.
- The show needs a floor space of up to 6 m from the back wall and width of at least 6 m. No children should be sitting at the sides of the performance space. Please allow for these measurements when booking the number of performances for your school. It is the school's responsibility to book enough performances to cater for the number of children in their school for the space, once the performance area has been taken into account. If your school uses a space outside of your school e.g. a community hall or church hall, any extra fees for booking this space is payable by the school not D Webb Productions.

2. Production Fees & Cancellation

- The agreed full fee including travel at 60p per mile (stated on the invoice) will be payable immediately after the booking has been confirmed by D Webb Productions.
- The prices shown on the website are based on a school venue being 20 or less miles from our base in Norwich NR3. There may be additional, negotiable charges in place to cover extra costs for time to travel out to your area.
- The full fee (stated on the invoice) must be paid before the performance date.
- The fee, in full (stated on the invoice), must be paid into the account given on the invoice by D Webb Productions.
- No refund of fees is possible for any cancellation due to any reasons. However, an alternative date, may be possible, as long as it has been negotiated at least 30 days before the performance date.
- If, D Webb Productions has to cancel a performance for any reason, in the first instance an alternative date will be sought. If an alternative date cannot be found, a full refund will be given. D Webb Productions will only cancel a performance as a last resort and may, on occasion, have to use a different actor to cover the performance. This will not affect the quality of the performance.

3. Payment Methods

- All fees must be paid via Online Electronic Bank Transfer into the account given on the D Webb Productions invoice.
- An invoice will be sent via email to the customer. All payment details are on the invoice.

4. Behaviour and Discipline

- At school performances & workshop sessions, behaviour management and safety of the children is the responsibility of the school staff. D Webb Production's team will encourage the involvement and the following of instructions of the participants of each session and support keeping the children safe but they are not responsible for any disciplinary procedures and behaviour management strategies of the school.

5. Student Safety and Protection

- D Webb Productions will provide a risk assessment to each venue, which they will assume will have been read by the venue's staff before their arrival at the venue. This risk assessment will need to be followed and will detail the risk around the performance area and space that D Webb Productions use for the production and any workshops. D Webb Productions are only responsible for the points in their own risk assessment document for the equipment they bring into the space and set up in the performance space. Any other equipment found in the venue space that D Webb Productions has been allocated is the sole responsibility of the venue and their own risk assessment procedures and Health & Safety Policies.

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- All D Webb Production staff are DBS checked. Diane Webb, being a fully qualified teacher, also has an Enhanced DBS which is on the update service.
- Anyone participating in the workshops do so at their own risk and the venue / school must inform D Webb Productions team members of any existing injuries or medical conditions at the start of every and all sessions.
- The venue / school must inform D Webb Productions team members of any additional needs of anyone participating in D Webb Productions workshops prior to commencement of the session.
- The liability of D Webb Productions and that of its staff is restricted to production & workshop session time only and then only to gross negligence.

6. Photography and Website

- D Webb Productions will only use photographs / videos taken of participants either watching productions or partaking in workshop sessions if consent (through a consent form) has been given either by the individual, the school or venue that has provided the materials. These will be used in publicity materials such as our website, the newspaper, D Webb Productions social media pages such as facebook and leaflets etc.

7. Data Protection (GDPR)

- Any personal information provided to D Webb Productions will be "processed" (as such terms are defined in the GDPR 2018) by D Webb Productions for the purposes of administration, research and the organisation of performances.
- Contact information will be added to a mailing list for future productions by D Webb Productions. If you wish to opt out of this, please either notify D Webb Productions by email: diane@dwebbproductions.co.uk or click the appropriate box on the booking form.
- D Webb Productions will not disclose any information to third parties for marketing purposes.
- By submitting a 'booking form' to D Webb Productions you are deemed to consent to the use of such Personal Data for the above purposes.
- Your email address or phone number – D Webb Production's uses the email address or phone number you entered on the application form or given via follow-up correspondence for all correspondence relating to D Webb Productions (Booking information, invoices, performance information, etc.)