



Newsroom Theatre Company

Membership Terms and Conditions

These terms and conditions form the basis of the contract through which Newsroom Theatre Company ("NTC", "we" or "us") will deliver membership services (the "Services") to you as a member of NTC ("NTC member", "member" or "you").

Established in 2020, Newsroom Theatre Company aims to proactively support changes in society through theatre and prioritises a collaborative approach to theatre-making, bringing together a range of creative disciplines to produce works which are engaging and socially-aware.

Combining and enriching aspects of an artist cooperative and a theatre company, we offer our artists access to workshops and activities which serve to teach, nurture, challenge and inspire (**membership-led workshops**) and we assist in the development and staging of new scripts and scores in a safe and supportive environment. We can assist with connecting you with other creatives/producers, creating/running workshops, table reads, public showings, recordings and full-scale productions (**production services for members and non-members**).

Becoming a member of Newsroom Theatre Company allows each artist access to the above services, whilst enjoying the social and creative support that comes from being part of a group of creatives.

We welcome to hear of your ideas for workshops and programs and are happy to assist in any way with your creative project.

Newsroom Theatre Company aims for some own premises, but is hosting its workshops and events at numerous venues, currently mainly across Greater London and online globally.

Mission: Learn from the past, create in the present, challenge the future.

Values: Innovation - Empowering – Professional

Newsroom Theatre Company is run by Benjamin Froehlich as a sole trader, but aims to become legal body and gain charity status in the future.

Please read these terms and conditions carefully before applying to become a member of Newsroom Theatre Company. In consideration of us accepting your application to become a Newsroom Theatre Company member, you agree to be bound by these terms and conditions. You should also note that these terms and conditions set out obligations to other Newsroom Theatre Company members, and those individual members may be able to enforce their rights against you under these terms and conditions. Your attention is particularly drawn to the limitations and exclusions of liability set out in these terms and conditions.

1. Membership

Eligibility

Membership is open to individuals with interests in the goals of Newsroom Theatre Company but is limited to individuals professionally active in at least one of the many disciplines of theatre making including performing, creating, directing, producing, managing and training. There shall be no discrimination for reasons of religion, age, race or colour, gender, gender identity, gender expression, marital status, sexual orientation, national origin, disability or any other protected or marginalised characteristic. NTC aims to be as accessible as possible for everyone. Applicants must demonstrate their professionalism in the field of work and accordance with the goals of NTC by providing the demanded documents in the application form.

Membership procedure

Upon payment of the first annual membership fee, individuals' applications will be discussed in the team (executive body of NTC) and approved or denied within 7 days. Confirmation of this decision will be sent out to the applicants. Individuals who got denied membership can demand explanation in writing and can reapply once with a reply to the team's denial of membership explanation. Individuals who get denied membership will get a refund of their paid membership fee minus an admin fee of £5.

Criteria for the team of NTC to consider an application are:

- Professionalism of applicant according to provided documents and reputation
- Accordance with goals of NTC according to applicant's reasoning to join as collected in membership application form
- Accuracy and usability of documents provided through application form

By applying for membership, you confirm you are at least 18 years of age.

Newsroom Theatre Company treat all the personal information we collect in relation to both membership and the services we provide in accordance with our Privacy Policy. See **6.** to see how we use your data. It is the individual responsibility of members to ensure that NTC has your correct contact information on file and is updated as required. You agree to ensure the information you provide through your application for membership is complete and accurate.

NTC reserves the right to withdraw or not renew membership if there are questions about a member's standard of behaviour or professionalism. Individuals who get withdrawn their membership will get back their membership fee pro rata minus an admin fee of £5 and refunds for their booked member workshops and events. Public workshops and events are only refunded, if NTC has denied access to the booked events in accordance with the withdrawal of membership.

Members can stop their membership at any point during the membership period in writing to NTC. NTC will remove their profile from the website within 7 days. Any booked workshops and events for members only will have to be upgraded to non-member tickets if the workshop or event is open to non-members. No refunds will be paid.

Responsibilities of Members

Members agree to support the mission and values of NTC and agree to uphold the reputation of NTC and its connecting theatre disciplines, and not act in a manner which brings either into repute.

2. Membership Benefits

As a Newsroom Theatre Company Member, you will receive a wide range of benefits such as:

- Access to our exclusive programmes of member-led workshops (free or ticketed)
- Free or discounted tickets to public programmes and events
- Entry with Name, Headshot and online CV-link (like spotlight, agency's website, personal website...) to our online database (open to the public!) and casting pool we use for our production services for members and non-members.
- Access to resources shared on our website (aiming for a member area at a later stage) and social media channels
- Regular newsletters from Newsroom Theatre Company

Members can get asked to lead and give ideas for our member-led workshop programmes.

Newsroom Theatre Company reserves the right to change the benefits that apply to NTC membership at any time without prior notice.

Services supplied by an external provider will be subject to the provider's own terms and conditions, and we do not accept any liability for loss or damage suffered as a result of a fault, error or omission in the provision of these services. We reserve the right to change our external providers without prior notice and our decision on services provided is final.

Newsroom Theatre Company sends out important workshop information via email. This may include preparation information, scripts and changes to the venue or studio. Members agree to ensure the email address info@newsroomtheatrecompany.com is marked as 'safe' addresses with their email provider and/or server to ensure all our emails are delivered into your inbox.

Members must be fully paid up members to attend workshops and events. If membership expires between booking a workshop or event and attending that workshop or event, the annual membership fee must be settled before the class.

Workshop hosts, event hosts and NTC team members have the right to remove members from workshops and events if their behaviour is deemed to be detrimental to the workshop.

Members must arrive on time for all workshops and events. Latecomers may not be admitted.

3. Membership Fees

Members are responsible for ensuring that membership fees are paid, and on time.

Members will be required to make payment before membership is confirmed and the profile uploaded on the website. You will be notified prior to the payment of your renewal fee.

Members are expected to clear any outstanding debt owed to Newsroom Theatre Company (like fees for programmes and events booked via the NTC website) in advance of renewing one's membership. The membership fees and benefits will be set by Newsroom Theatre Company's team, who reserve the right to increase the fee or alter the benefits upon renewal. NTC reserves the right to increase membership fees at its discretion. All efforts will be made to notify members ahead of annual renewals.

4. Payments, cancellations and refunds of WORKSHOPS AND EVENTS

If you are unable to make a workshop or an event you have booked, we cannot transfer bookings to other workshops or events. You must cancel and rebook. You can gift your place to another member (or non-member if the workshop or event is public) by notifying Newsroom Theatre Company up until 24h before the workshop or event starts. Newsroom Theatre Company reserves the right to deny such a gift of your place to another member or non-member at its discretion.

When making payments through the Newsroom Theatre Company website you are required to accept our terms and conditions every time a payment is taken.

Members are given the choice to pay via credit or debit card using a secure payment gateway. When making payments through our website you are also required to accept the online payment provider's terms and conditions which can be found on their website. The provider provides a secure payment service; Newsroom Theatre Company accepts no responsibility for any problems or losses when using this service. All payment issues must be addressed directly to our provider mentioned on the website.

Free Events

Members are asked to let us know as soon as possible if they need to cancel their place. There is no cancellation penalty unless a member simply fails to let us know that they are not coming or provides less than 2 hours' notice of cancellation. 'No-shows' incur an automatic £5 penalty fee on their account.

Refunds

If a member is eligible for a refund, you will receive an automated refund into your Newsroom Theatre Company account. We do not refund onto payment cards or into bank accounts (with the exception of denied membership or membership renewal). Any refund will incur a £5.00 administration charge which will be debited from your Newsroom Theatre Company account.

There will be no refund to events, courses and workshops where advance preparation for the session is required, either by other participants or by the hosts based on individual participants.

No refunds can be processed if you cancel 48h after booking or less than 48h before the start of the event unless the workshop or event has a waiting list and we can sell your place.

Force Majeure

In the event of any public or war calamity, riot or civil commotion, royal demise, fire, epidemic, act of God, strike or any other incident or supervening event outside their reasonable control, Newsroom Theatre Company reserves the right to cancel or postpone a workshop or event. NTC shall not be held responsible for any such delay or cancellation, or any inability to deliver. Where a workshop or event has not been completely fulfilled, NTC will use all reasonable endeavours to deliver on a different date.

Venue

Newsroom Theatre Company cannot be held responsible for the loss or damage to member's property whilst attending a workshop or event.

Complaints Procedure

Complaints made in writing (email) should be forwarded immediately to the following address. The complaint will be acknowledged. By email: info@newsroomtheatrecompany.com

5. Payments, cancellations and refunds of PRODUCTION SERVICES

Newsroom Theatre Company provides production services to members and non-members. NTC charges a fee and aims to ensure that all members involved are paid in accordance with guidelines and appropriate union contracts.

All conditions and terms for our production services for members and non-members will be agreed upon in a separate contract.

Newsroom Theatre Company aims to use its members to provide clients with our production services. Neither clients or NTC can be forced to use either a quota of members or a specific member.

Newsroom Theatre Company will not file member's individual agent contacts and initial contact about a project will therefore always be with a member directly. It will be the member's responsibility to get their agents informed and involved.

6. Data Protection and use of Data

Newsroom Theatre Company is committed to protecting your privacy. All personal data given when you register to support Newsroom Theatre Company will be held and processed securely in accordance with the GDPR and Data Protection Act 2018. It will be used to administer your membership to fulfil the organisations contractual obligations to you; and to send you email updates about performances, events, benefits, services, special offers and fundraising activities from NTC, in our legitimate interest to keep you informed.

Your personal information will be retained by Newsroom Theatre Company for as long as is necessary to administer your membership.

Individual members can demand in writing to redact their online profile or to not receive our newsletter. NTC refuses any responsibility of limitations to the services provided to members by such a demand, but aims to find solutions for individual circumstances.

For more information, please refer to the organisations Privacy Policy found on the website.

Use of Data

By applying to a NTC membership you agree

- on receiving emails directly from us (info@newsroomtheatrecompany.com).
- that NTC uploads your professional name, your theatre disciplines, your headshot and your link to an online CV on to www.newsroomtheatrecompany.com. All this data is provided through you as a member. NTC reserves the right to decline to publish any of the data provided on its own discretion. NTC reserves the right to deny all responsibility for any of the data or links provided by applicants or members.

- that NTC can use your name and headshot to promote NTC on its social media channels. It seeks to link such posts with your social media profiles and will therefore connect with your social media accounts and tag you in its posts. Members have the right to deny such use of data in writing to info@newsroomtheatrecompany.com.
- that NTC can share your name and email address with host of workshops and events if it is necessary for the hosts to send out materials or updates. Wherever possible the team of NTC will take over such communications directly.

Newsroom Theatre Company will not pass on your data other than are publicly accessible through your online profile on www.newsroomtheatrecompany.com to our clients of our production services without your approval. You might want to consider your agent's contact or your personal contact be available through your online-cv link though.