



Talking Props registration form - (Please note it is one registration form per child)

Childs name.....Date of Birth.....

School Year (Currently on this day).....

**Parent/guardian (acting as emergency contact)**

Your name.....

Relationship to child.....

Your address.....

.....Postcode.....

Mobile number.....

Email.....

Rewrite email for confirmation .....

**(THIS EMAIL WILL BE USED FOR ALL GROUP TP MESSAGES REGARDING REHEARSALS, NEWS AND UPDATES, PLEASE ENSURE IT IS CORRECT AND CHECKED REGULARLY)**

**Second emergency contact**

Name.....

Relationship to child.....Contact Number.....

By ticking this box I consent to my child being included in any photography or videoing within talking props classes, shows and third party events. I understand any media could be used but is not restricted to press advertising, television, internet, social media, posters and publicity packs.

By ticking this box I agree for my child's information including but restricted to height, age, appearance, and any photography may be passed onto casting professionals. Talking Props will act as my agent therefore my personal contact information will NOT be given out without further consent.

By ticking this box I agree that my child being in year 6 or above may arrive and depart from talking props classes without an adult present to collect them.

The password for anyone collecting my child will be.....

By signing below I confirm that all the information above is correct and I will inform Talking Props in writing should any of the above information change. This information will be held while my child is under the tuition of Talking Props and for five years thereafter.

Signature..... Date.....

Print Name.....



Talking Props Medical Information form - (Please note it is one registration form per child)

**Childs Name**..... **Date of Birth** .....

Please list any medical conditions in the box below and provide full details of any medications that may be needed during classes. (Continue on separate sheet if needed)

Please list in the box below any allergies your child has, including food and medicines

**GP Details**

GP Name.....

Address.....

.....Postcode.....

Contact number.....

By signing below, I..... the legal parent/guardian of ..... give permission for a member of staff at talking props to act as my agent and authorise any medical care advised by a general practitioner or medical professional. Such treatment may include but is not limited to, X-rays, transportation by ambulance, examination, diagnosis, hospitalisation, operations, treatment and anaesthesia.

I understand that a member of staff at talking props will attempt to make full contact with me prior to making a decision and their consent will only be used in the event that I cannot be contacted.

I have provided above details of any medial conditions, medications and injuries along with any allergies that my child has. I understand it is my responsibility to provide any medication my child may need and keep medication stock up to date with the studio.

I give this consent freely and knowingly in order to provide for my child. I will inform Talking Props in writing of any changes to my child's medical information. This consent will remain in effect until I revoke it in writing. This information will be held while my child is under the tuition of Talking Props and for five years thereafter.

Signature..... Date.....

Print Name.....



## Talking Props Payment Plan Agreement & Student Practices Agreement

Made between 'Talking Props Theatre Arts Ltd & You 'The Client' (as detailed below)

**Please enter your details (NOT Student details for this payment plan agreement)**

**Name** \_\_\_\_\_ **Date of birth** \_\_\_\_\_

**Full Address:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_ **Postcode** \_\_\_\_\_

**PLEASE TICK YOUR CHOSEN MEMBERSHIP BELOW**

	<b>Elite Membership</b> £120 per month / £110 per month for Junior (Aged 10 and below)
	<b>Rehearsal Project Plus</b> £89 per month
	<b>Rehearsal Project</b> £79 per month
	<b>Please fill in one form per child, if from the same household a 20% discount will be added.</b>

By signing below I agree and understand the following;

1. The above ticked payment should be paid to Talking Props by Bank Transfer no later than the 28<sup>th</sup> of each month.
2. Talking Props trades in academic years which run from September to August
3. The above cost is inclusive of 36 weeks of tuition over the academic year during term time as defined by Worcestershire county council & then adapted by Talking Props to fit our schedule.
4. Any extra tuition including classes and workshops offered outside of usual term time hours are not included in your monthly payments and are chargeable but not compulsory, these can include, private tuition, holiday workshops, special guest workshops by visiting professionals and trips out of the studio.
5. Monthly payments are inclusive of weekly tuition under your chosen membership and any extra rehearsals pre-arranged, show weeks, performances and staff attendance at third party events and competitions. It is also inclusive of show preparation and performance weeks in which a suspension of the usual timetable is planned for the purposes of production. Talking Props reserve the right to amend classes due to unforeseen circumstances provided contact time is compensated at a later date which will be detailed in email correspondence.
6. Your first payment will be made the 28<sup>th</sup> day of July if you are starting in the upcoming September and have signed this agreement prior to 28<sup>th</sup> July. If you have signed this agreement after 28<sup>th</sup> July for an immediate start then one month's payment will be made on signing with your next payment being made the next 28<sup>th</sup> of the month.
7. This agreement will remain in place for the duration of your membership at Talking Props on a yearly rolling basis but can be cancelled with no charge by either,
  - a. An automatic cancelation in the academic year (September to August) your child reaches 18 years of age. This is usually the second year of college, 6<sup>th</sup> form or as an apprentice. Your final payment for the academic year will be June 28<sup>th</sup> with your child not returning in September.
  - b. One months written notice. You must email to confirm your child is not returning.
8. Payments that are not received on time by 4pm on the 28<sup>th</sup> of the month will incur a £12 late payment charge from the 29<sup>st</sup> day of the month with a further £12 charge every five working days thereafter. If a payment has not been received or agreed with the Principal in writing after 20 working days then you will incur a further cost of £200 and legal action will be taken to recover the outstanding fees.



9. If legal action is taken to recover fees then you agree these costs will be covered by you the client, legal action may consist but isn't limited to, communication from our solicitor, court orders, County court judgments, debt recovery and high court judgments.
10. If an agreement is made with the Principal for late payment but isn't actioned then late payments will incur following points 9 and 10 dated from the original payment date and not the agreed dates thereafter.
11. Any payments you have made towards other costs such as uniform, show tickets and competition fees cannot be used as credit towards tuition fees under any circumstances.
12. If you believe a payment is going to be late or you need temporary financial assistance please email [info@talkingprops.co.uk](mailto:info@talkingprops.co.uk) to arrange late payment, in most cases we can arrange a temporary alternative with no late fees, we enforce this contract to protect ourselves against the minority and will always assist if we can.
13. You may change your membership at any point by writing to the principal
14. All casting decisions are final and are judged on audition and prior performance
15. Principal parts in musicals or dance competition numbers can be removed from students by the Principal if students are deemed to not be committed to the studios ethos or for missing three or more consecutive rehearsals
16. Students are unable to attend any other dance or stage school while in attendance at Talking Props without the prior written consent of the Principal. This is to ensure safeguarding within show licensing. Please always talk to us to ensure you child is covered as we need to know all their performances to keep within safeguarding laws and protocol within Worcestershire County Council.
17. With the exception of in school commitments (school being defined as their term time state education) students are not permitted to take part in any other musicals, productions or competitions without the prior written consent of Talking Props. Again this is to ensure we are protecting students, please communicate with us.
18. If students are found to be in violation of points 17 or 18 then they may be removed (without refund) from Talking Props productions or competitions due to child chaperoning laws and conflicts of interest.
19. I have read and understand the social media policy which outlines such things as parents and students not making contact with Talking Props staff outside of the studio. I also understand Talking Props has a range of policies available in the studio or at my request
20. I agree for my child to be available for all the dates detailed in advance of each academic year. These dates will be made available no later than July prior to the academic year starting in September. Lack of availability could result in removal of parts in Talking Props Productions.
21. I will encourage my child to abide by the codes of practice and policies set out by Talking Props
22. I understand that if joining the studio later in the academic year or changing membership type my child may not be able to participate fully in an upcoming event, show or competition but will be used as much as possible and built into studio productions over a limited period of time
23. Unwarranted behaviour, lateness or incorrect uniform may result in my child being removed from class without refund
24. Mobile phones that are not silenced or used in class will be removed & locked away and returned at the end of class.
25. All personal belongings are the responsibility of students & parents, Talking Props are not liable for theft or damage
26. By enrolling into Talking Props you understand and agree that all work produced by the studio, including but not limited to Musical staging and choreography, company dance numbers, dance solos, all choreography, all direction and musical staging is the sole property of Talking Props and cannot be performed publicly or shared digitally over the internet or to any persons without the express written permission of the principal. Recording ANY Talking Props Production, event or performance at any event or third party event is strictly forbidden. Failure to comply could result in removal from the studio actioning point 8 in the written payment plan and ethos agreement and legal action could be taken in extreme cases. This agreement remains in effect indefinitely even if you are no longer in attendance at Talking Props.

**Signed by you 'The Client'**

Signature..... Date.....

Print Name.....