**Theatre and Dance NI Captioner Contract Template**

Theatre and Dance NI offers a captioning service to increase access to theatre and the performing arts for deaf or hard of hearing audience members.

Captioning also provides a useful reference point for many audience members who may miss lines or find certain dialects and accents or unfamiliar words difficult to understand.

Venues, festivals and production companies within Northern Ireland are able to hire Theatre and Dance NI’s captioning equipment. All hirers will have to source and contract their own captioner to operate the equipment.

**Captioner Costs**

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| **Standard rate** for a captioner to deliver a captioned performance in Northern Ireland | £540 + captioner travel expenses  page1image576372112 |
| **Additional performances** of the same show **after a three month period** from the initial captioned performance | A reduced fee may be negotiated between the captioner and employer depending on how much variation there is from the first production |
| **Script formatting charges** may be applied by the captioner if:   * Digital scripts (Word or PDF) are not provided in a reasonably accessible format e.g. pdf’s are readily convertible to Word and do not display multiple column formats. * Scripts are delivered in unsuitable formats e.g. lack of punctuation, capitalisation, etc.   This charge is applied for the time required by the captioner to transfer hard copies of scripts into a digital format | This charge may be negotiated between the captioner and employer depending on how much additional work is required |
| **Script change charges** may be applied by the captioner if an up-to-date script (complete with changes) is **not** provided by the employer to the captioner within the agreed timescales  **These charges are at the discretion of the captioner**  Should problems in accessing an up-to-date script be anticipated charges should be negotiated with the captioner | If an up-to-date script has not been provided by:  **1. One week prior to the First Viewing by the captioner** - an extra charge of £8.91 per hour will be applied for any preparation work required outside normal working hours ( 9 a.m. to 5 p.m.) (timesheets to be provided)  **2. First Viewing** - an extra charge of £50 will be applied, in addition to the hourly fee outlined in the point 1 above. An extra viewing may also be necessary.  **3. Second Viewing** - in addition to the extra charges outlined in 1 and 2 above, the |

1

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|  | captioner may, should circumstances dictate (other work commitments etc.), cancel the agreed captioned performance time/date without forfeit of the agreed fee |

**Captioner Requirements**

Please be aware when hiring a captioner you must be prepared to provide:

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| **A Script** | A script must be provided **at least three weeks prior to the captioned performance** that is:  Up-to-date In Microsoft Word or PDF format, such format to be of standard libretto style and, in the case of pdf versions, easily convertible to Word without multiple inconsistencies such as columns. |
| **Script Changes** | In the event of new plays, pantomimes, or where original scripts have been adapted/changed, all changes **must** be notified to the captioner on a regular basis.  Changes should be highlighted by either:   * Using ‘Track Changes’ in Word   document scripts; or   * Stating the page, line and specific   change made to the script. |
| **A DVD/Recording** | A recent DVD of the production should be provided, or permission given for the captioner to make a video recording of a performance (which will be deleted upon completion of captioning) |
| **Two Viewings** | Two opportunities for the captioner to view the show before captioning the captioned performance must be arranged unless otherwise agreed |
| **Front of House Announcements** | A copy of front of house announcements made prior to the commencement of a performance should be submitted to the captioner in Word format at least one week prior to captioning |
| **Set up of a Captioning Workstation** | A table, with a working light, at the back of the auditorium with a good view of the stage must be set up. At least three 15 amp sockets must be available by the desk to accommodate the desk light and two laptops |
| **Set up of the Captioning Equipment** | An XLR connecting cable (or connection to house tie lines) is required, one for each captioning panel, to run from the captioner’s |

2

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|  | table (connects to laptop via USB to RS485 converter unit) to the captioning panel.  The captioning equipment should be rigged, and tested, by in-house technicians, and be ready for use **at least one hour before the captioned performance**, for setting-up the show to be captioned by the captioner.  The captioner will be able to offer advice on setting up and positioning of equipment. |
| Should THE EMPLOYER fail to provide an up to date show script (i.e. showing all major changes to original script including any cuts or additions, and distinct variations as delivered by actors) to THE CAPTIONER as per the requirements outlined above, the following extra charges will be applied: |  |
| One week prior to the first viewing | £40  page3image578724208 |
| 48 hours before \*First Notified viewing, if the viewing is **more** than 7 days before the captioned performance | 100 |
| 48 hours before \*First Notified viewing, if the viewing is **less** than 7 days before the captioned performance | £160 OR  The captioner may, should circumstances dictate (other work commitments etc.), cancel the agreed captioned performance time/date without forfeit of the agreed basic fee |
| **Script change charges and Script formatting charges may be applied as detailed above in ‘Captioner Costs’** | page3image578649184  See above (Captioner Costs) |

*\*First Notified viewing refers to the first time THE CAPTIONER is able to view the performance at a previously agreed date with THE EMPLOYER with a script*

**Captioners**

To book a captioner for a performance please get in touch with them directly using the following contact details.

**Michael Poynor**

Email: michaelpoynor@hotmail.com

**Pauline Matthew**

Email: pauliemath@hotmail.com

**Captioning Contract**

All details listed in the ‘Theatre and Dance NI Captioner Contract Template’ are deemed to be part of this contract, and should be read in conjunction with it.

This is an Agreement between (Venue / Producer / Organisation) Hereinafter called THE EMPLOYER

Of:

Contact name:

Contact phone:

Contact email:

AND

Name:  
called THE CAPTIONER

(Address)

(Captioner) Hereinafter (Address)

Of:  
Captioner phone:  
Captioner email:  
Date of contract:  
THE EMPLOYER requires THE CAPTIONER to deliver captioned performance(s) of

(Name of Show/Event) On (Date(s)) at:

At: (Venue(s))

(Time(s))

The Fee for the first performance will be £540. An extra charge of £8.91 per hour will be applied for any preparation work required outside normal working hours ( 9 a.m. to 5 p.m.) (timesheets to be provided)

Travel costs to and from Viewing and Captioned Performances will be charged at 40p per mile by car or agreed public transport rates.

THE CAPTIONER requires the following Viewing dates and times:

FIRST VIEWING Date:

Time

SECOND VIEWING Date:

Time:

THE CAPTIONER agrees:

1. **To carry out all necessary preparation work, within the boundaries of agreed requirements, to deliver a captioned performance**
2. **To provide a captioned performance at the agreed time and place**
3. **To view the performance at least twice (unless a repeat event)**
4. **To arrive at the captioning venue at least one hour prior to the captioned performance**
5. **To be in position from the moment that the ‘doors are open’ to admit the audience**
6. **Not to make copies of any DVDs or recordings made of the production to be captioned, and**

**to return any DVDs/scripts to THE EMPLOYER upon completion of the captioned**

**performance**

1. **To submit an invoice with a detailed breakdown of all charges**

THE EMPLOYER agrees:

1. **To provide an up-to-date script of the production in a suitable format (Microsoft Word or PDF). Should scanning, OCR, or other extra work be required by the captioner to render the submitted script into a formattable form, extra costs may be applied. Please discuss with THE CAPTIONER should this be the case.**
2. **To provide THE CAPTIONER with regular updates of any changes made to the script - especially with new productions or pantomimes. It is strongly recommended that Word documents with ‘Change Tracker’ activated, be used for this purpose. Multiple changes discovered at the first viewing may incur extra costs (see above).**
3. **To provide a DVD of the production or, with the agreement of the captioner, allow the captioner to make a recording of the production for captioning use only. Deletion from camera can be witnessed by THE EMPLOYER, should this be required.**
4. **To notify THE CAPTIONER of any personnel changes for the captioned performance e.g. actors, musical directors, etc.**
5. **To supply a written copy of any Front of House announcement e.g. safety, mobile phones, etc. made prior to the commencement of a performance**
6. **To ensure that the captioning equipment is rigged and ready for operation by THE CAPTIONER at least one hour before the commencement of the performance to be captioned**
7. **To make provision for at least two Viewings of the production to be captioned**
8. **To provide a suitable position and set up for viewing and captioning the performance as**

**detailed in the Captioner Requirements table above**

1. **To provide technical support for the captioning equipment on the day of the captioned**

**performance**

**CANCELLATION**

Should THE CAPTIONER fail to deliver the agreed captioned performance, there will be no payment by the employer.

Where cancellation of a captioned performance, by THE EMPLOYER, occurs:

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| **Cancellation Period** | **Fee** |
| 21 working days, or more, prior to the agreed captioned performance | £8.91 per hour of preparation work completed (timesheets to be provided) will be paid to the captioner + travel expenses |
| 7 – 21 working days notice | 50% of the agreed fee will be paid to the captioner + travel expenses |
| 7 working days, or less | Full fee to be paid to the captioner + travel expenses |

5

Should THE CAPTIONER fail to arrive at the venue before the ‘Half hour call’ for the captioned performance, THE EMPLOYER may cancel the captioning and not be liable for any fee. Should THE CAPTIONER arrive before the captioning is cancelled and go on to deliver the captioned show, the full fee will be applicable.

Signed for and on behalf of THE EMPLOYER: Date:

Signed by THE CAPTIONER: Date: