

LETTER OF AGREEMENT

Parties – This contract is made on August 20th 2013 between

Pilot Theatre Ltd
York Theatre Royal
St Leonard's Place
York
YO1 7HD

01904 635755

Registered Charity Number: 1003677.
Registered in England Number: 1956167

VAT No: 686 488 957

Represented by the Producer,

AND:

York City Council
West Offices
Station Rise
York YO1 6GA

Represented by Stewart Halliday

Whereby it is agreed as follows:

Pilot Theatre Ltd will provide the following Webcasting Services

Contract Period: July 1st 2013 – 30th June 2015

Job Title: Webcast Cabinet/Council Meetings York City Council

Place of Work: West Offices and The Guildhall, York

Fee: £47,000 + VAT paid by BACS to Pilot Theatre Ltd in 8 quarterly equal
Installments as per payment schedule

Production Office
Pilot Theatre, York Theatre Royal,
St. Leonard's Place, York, YO1 7HD
tel: 01904 635755
fax: 01904 656378
e-mail: info@pilot-theatre.com

pilot-theatre.com

Artistic Director: Marcus Romer
Patrons: Nigel Williams, Stan Barstow, Melvin Burgess, Philip Ridley, Dolly Dinger
Reece Dinsdale, Jonathan Harvey, Ayub Khan-Din, Roy Williams, Anne Cassidy, Judy Carver

Registered Office: Pilot Theatre, York Theatre Royal,
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Contract: This contract includes a 6 month notice period

Basis of Work:

To Webcast Cabinet/Council Meetings July 2013 to June 2015, including all services detailed in attached costing schedule, which forms part of this contract.

Declaration:

I confirm that I have read and agree to the terms and conditions of this contract as outlined above.

SIGNED:

SIGNED:

Stewart Halliday

**PRODUCER
Pilot Theatre**

**Head of Strategy, Partnerships & Communications
York City Council**

Date Signed 20th August 2013

Date Signed 21st August 2013

Witness

Witness

Name

Name

Date Signed 20-8-2013

Date Signed 21/8/13

www.pilot-theatre.com
info@pilot-theatre.com

emailed 15.10.13

Stewart
Stephen for PO
Number

pilot theatre

Costing Schedule

TO: Stewart Halliday
Head of Strategy, Partnerships & Communications
City of York Council
West Offices
Station Rise
York
YO1 6GA

Date: 20th August 2013
By: j

TERMS 30 days
DELIVERY July 2013 - June 2015
NUMBER CYC 003/MB

The costing breakdown is as follows:

ITEM	QUANTITY	DESCRIPTION	PRICE
1	30	Livestream of Cabinet / Council Meetings July 2013 to June 2015	£28,200.00
2		To Include Livestream crew and the following:	
3		Livestream of Meetings - up to 4 cameras including	
4		Livestream crew	
5		Viewer statistic breakdown	
6		Embedded Player to put on CYC website which will work on	
7		multi-platforms including iPhone and iPads	
8		Branding for the livestream - including titles slides, lower third titles. **	
9		Bandwidth costs	
		Top and tail edit of each agenda point & upload to YouTube Channel	£18,800.00
		Provided the following day.	
Subtotal			£47,000.00
VAT at 20%			£9,400.00
Total			£56,400.00

** Artwork to be provided minimum of 1 week before the Livestream to enable sign off

Proposal is for 2 years including a 6 month notice period.

Pricing is based on the meetings lasting up to 2 1/2 hours. A surcharge of £40 per 30 min increment will be charged to cover additional costs.

Every effort will be made to stream your live event however, Pilot Theatre is not responsible for internet connectability. Pilot Theatre will advise you and check Internet connectability with your venue to minimise any problems. Raw footage of your event will still be captured for you to use as an archive.

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Registered Charity Number: 1003677 Registered in England Number: 1956187

PAYMENT SCHEDULE

Invoice Date	Period for	NETT Amount	VAT	GROSS
1 st Sept 2013	July, Aug, Sept 2013	£ 5,875	£ 1,175	£ 7,050
1 st Oct 2013	Oct, Nov, Dec 2013	£ 5,875	£ 1,175	£ 7,050
1 st Jan 2014	Jan, Feb, March 2014	£ 5,875	£ 1,175	£ 7,050
1 st April 2014	April, May, June 2014	17/3 20 £ 5,875	£ 1,175	£ 7,050
1 st July 2014	July, Aug, Sept 2014	£ 5,875	£ 1,175	£ 7,050
1 st Oct 2014	Oct, Nov, Dec 2014	£ 5,875	£ 1,175	£ 7,050
1 st Jan 2015	Jan, Feb, March 2015	£ 5,875	£ 1,175	£ 7,050
1 st April 2015	April, May, June 2015	£ 5,875	£ 1,175	£ 7,050
TOTALS		£ 47,000	£ 9,400	£ 56,400

Payment by BACS

Bank Details

Sort Code:

A/C no :

VAT No: 686 488 957

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