



**CERVANTES  
THEATRE  
LONDON**

## **Proposal for an Incoming Production**

### **Introduction**

Thank you for your enquiry about bringing a show to the Cervantes Theatre. Please read this document thoroughly before completing the relevant sections.

Kindly note that we can only consider proposals with a producer attached, working on the hire model detailed in this document.

The Cervantes theatre is London's first venue dedicated to showcasing Spanish and Latin American plays, which are performed in both Spanish and English.

Our aim is to bring the best Spanish and Latin American theatre to London and to British audiences. We programme a mixture of new writing and classics by Spanish and Latin American playwrights.

### **Submission Process**

1. Read this document fully.
2. Complete the relevant sections.
3. Complete the Budget Form.
4. Email both, along with the script and any supporting documents to:  
[paulapaz@cervantestheatre.com](mailto:paulapaz@cervantestheatre.com) (E-mail Subject: Proposal+ "Name of the production")
5. Receive an initial email to acknowledge receipt within 1 week
6. Receive a full reply within 4 to 12 weeks, saying one of:
  - a) The production has been shortlisted (not a guarantee of being in the season)
  - b) The proposal is not one we are able to take forward
  - c) The script could benefit from development
7. [In the case of 'a' or 'c'] Meet with the team here to discuss things further.  
We do constantly review proposals throughout the year.

## Hiring the Auditorium

### Costs:

4 week hire (6 days per week / 8 performances per week)	£8800 plus VAT
1 week hire (6 days per week / 7 performances + 1 day tech)	£2520 plus VAT
1 day hire (tech + 1 performance)	£600 plus VAT

The rate above includes Marketing Support – details can be found by request. Producers must strictly adhere to all the Cervantes Theatre's branding guidelines, and the theatre will approve all digital and print material.

### Auditorium Config. & Capacity:

Thrust: 75 seats.

Stage size (approx.): 5.75m x 5.20m

### Ticket Prices:

Ticket sales are not included in the hire of the Cervantes Theatre Auditorium. Only for Spanish or Latin American plays, previous agreement with the General Manager, we could provide an agency Box Office service as part of the Hire Contract.

### Performance Schedule:

Monday to Saturday 7:30pm

Wednesday & Saturday matinees 2:30pm

Subject to availability our rehearsal space can be hired at a discounted rate (Monday to Friday from 10am until 5:30pm) to companies bringing us a show.

Our Café Bar supplies all food and alcohol on the premises, offering a 15% discount to visiting companies and coordinating your press night arrangements

## Company Information

Producer/Theatre Company Contact Name: .....  
Telephone Number .....  
E-Mail .....  
Registered Address .....  
Correspondence Address .....  
Company Registration Number .....  
Charity Number .....  
Insurance Certificate Numbers .....  
Please note you will expected to have Public Liability & Employer's Liability insurance in place should your proposal go to contract.

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## Show Information

Title of Show .....  
Author .....  
Brief Synopsis .....  
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.....  
Potential Date Range(s) .....  
How flexible are you within these dates .....  
Estimated Running Time .....  
Interval Yes / No .....  
Number in the Cast .....  
Diversity Ratio (White/BAME) .....  
Gender Ratio (Female/Male) .....  
Cast Attached (if known) .....  
Creatives Attached (if known) .....  
Concept for the Production (including any design concepts at this stage)  
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.....  
Special Tech Requirements .....  
Access Requirements .....  
Education Offering .....  
Access Offering .....

## Financial Information

Please tick one of the following:

I have funding in place

I'm in the process of gaining funding

I have no funding in place

**Please remember, proposals cannot be considered without a Budget Form and Script along with this completed Proposal Form.**

Sign/type name to indicate you have read the above .....