

Procedure for payment of monthly subs (approved by RTC Committee on 3 November 2024)

Prompt payment of monthly subs helps with:

- the smooth running of Riverside Theatre Company
- prompt payment of invoices including paying the tutors and hiring the rehearsal and show venues
- the ability of the committee to reinvest in furthering the aims of Riverside Theatre Company and the overall quality of the experience offered to the pupils
- good use of committee resources especially time
- safeguarding the reputation of Riverside Theatre Company

From January 2025, Riverside will operate a termly subs policy i.e. pupils are encouraged to commit for the whole term. This is due to Riverside Theatre Company working towards a production or presentation at the end of each term and helps the tutors plan, cast, rehearse and produce the events with a continuity of pupils;

September – December: working towards a Christmas production in December

January – April: working towards a Spring production around Easter

May – July: working towards an informal showcase in July

Step	Action
Payment terms	Subs to be paid by standing order on 1 st of each month Subs to be paid over 12 months
Notice period	28 days' notice must be given in writing to the Pupil Manager when a pupil will be leaving Riverside Theatre Company
Free taster session	Every new pupil is entitled to one free taster session before committing to joining the company
Part months	If a pupil joins part way through a month, the charge will be for the number of weeks they attend that month at the rate of £10 per week for seniors and £8.50 per week for juniors If a pupil leaves part way through a month, the charge for the whole month will apply
August payments	For returning pupils – the monthly subs payment will be due For non-returning pupils – the monthly subs payments will not be due

- ☐ I agree that I have read and understood the above terms and conditions for payment of monthly subs to Riverside Theatre Company
- ☐ I understand that, if I do not pay the monthly subs, Riverside Theatre Company will suspend my child(ren)'s place(s) at the company and will take the necessary steps to retrieve the subs until the payments are made in full

Name of parent/carers	Name of pupil(s)
Signed	Date