

# **AGREEMENT on INTERNATIONAL CO-OPERATION and PARTNERSHIP between three (3) parties**

Between **TINFO – Theatre Info Finland**

[Meritullinkatu 33 A 2, FIN-00170, Helsinki, Finland – www.tinfo.fi]  
hereinafter referred to as “**TINFO**”

and **Theatre House Helsinki (THH)**

[www. – Helsinki, Finland]  
hereinafter referred to as “**PRODUCER**”

and **TheaterFestival Berlin (TF)**

[www. – Berlin, Germany]  
hereinafter referred to as “**FESTIVAL**”

## **Case:**

The **FESTIVAL** will take place \_\_.\_\_.–\_\_.\_\_.2018 in Berlin, Germany. The **PRODUCER** curates the Finnish programme [name, if decided] for the **FESTIVAL**. **TINFO – Theatre Info Finland** will be the coordinating and supporting partner of Finnish theatre artists’/professionals’ mobility. This agreement defines the responsibilities between the three parties mentioned above.

The Finnish part of the planned programme (updated: Jan 2017; provided by the **PRODUCER**):

Performance A (credits, etc)

Performance B (credits, etc)

Workshop 1 (short description)

Lecture on Finnish theatre [name, if decided] by \_\_\_\_\_ (eg. **TINFO**).

Appendix I: The description of the entire **FESTIVAL** programme / contents – OK

Appendix II: The total budget; incl. the estimated expenses of the Finnish theatre artists’/professionals’ mobility (partly **TINFO**’s contribution)

## **§ 1. THE OBLIGATIONS OF TINFO**

The financial support from **TINFO** will be allocated to the expenses of travelling and accommodation / Finnish theatre artists/professionals. **TINFO**’s contribution of the total budget concerning the theatre artists’ mobility will be maximum X xxx euro. It will be paid in two parts either to the **PRODUCER** or **FESTIVAL** (the first part after signing this agreement, the second after the production and financial reports – please see details § 4).

## **§ 2. THE OBLIGATIONS OF THE PRODUCER**

The **PRODUCER** takes care of all travel arrangements in co-operation with the **FESTIVAL**.

The **PRODUCER** declares that the financial support from **TINFO** will be allocated to the expenses of Finnish theatre artists’/professionals’ mobility (reported as used).

NB: The personal wages, performance fees, per diems, insurances, etc will be negotiated straight between the **FESTIVAL** and the **PRODUCER**.

The **PRODUCER** takes care of all copyright and royalties of the programme curated by itself.

## **§ 3. THE OBLIGATIONS OF THE FESTIVAL**

The **FESTIVAL** is responsible of the entire festival programme and conditions (venues, staff, insurances, etc).

The **FESTIVAL** / its Press agency takes care that in all marketing and promotion material of the festival is mentioned: “TheaterFestival is partly supported by **TINFO – Theatre Info Finland**.”

The **FESTIVAL** applies the official **LOGO** of **TINFO** and informs **TINFO**’s communications concerning the whole programme & this specific co-operation: tinfo[at]tinfo.fi

#### § 4. MEANS OF PAYMENT and THE SIGNATURES

TINFO pays the eligible expenses of Finnish theatre artists'/professionals' mobility in two parts:

- a) straight after signing this AGREEMENT = 2/3 (apprx. 67 %)
- b) after TINFO has got the final action and financial report from the FESTIVAL = 1/3 (apprx. 33 %)

The PRODUCER or FESTIVAL provides all the relevant documentation (copies of original receipts verified by the PRODUCER or FESTIVAL), as an attachment of the invoice (according to factual expenses of Finnish theatre artists'/professionals' mobility) and reports.

Reference used: "TINFO Partnership Agreement with THH & TF 2018". The PRODUCER will send an invoice to TINFO (till \_\_.\_\_.2018): [pirkko.nivala\[at\]tinfo.fi](mailto:pirkko.nivala@tinfo.fi) + [jukka.hytti\[at\]tinfo.fi](mailto:jukka.hytti@tinfo.fi) – OR: Teatterin tiedotuskeskus TINFO – Theatre Info Finland, Meritullinkatu 33 A 2, FIN-00170 Helsinki.

#### Bank account information of the PRODUCER or FESTIVAL

Official name of the organisation = account holder: \_\_\_\_\_

BIC code [bank]: \_\_\_\_\_

IBAN code [account]: \_\_\_\_\_

This agreement (with the obligatory Appendix I & II) has to be confirmed (returned) till \_\_.\_\_.2018. There are three similar copies of this agreement. The agreement will be valid from signing until the final financial reports of the festival, latest till \_\_.\_\_.2018.

If any questions occur, don't hesitate to contact the executive producer of TINFO (Mr.) Jukka Hyde Hytti, [jukka.hytti\[at\]tinfo.fi](mailto:jukka.hytti@tinfo.fi).

Helsinki / Berlin

The XX<sup>th</sup> of XYZ-ber, 2017

\_\_\_\_\_  
[name]  
Director  
[e-mail]  
TINFO – Theatre Info Finland  
TINFO

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[name]  
Curator  
[e-mail]  
Theatre House Helsinki  
PRODUCER

\_\_\_\_\_  
[name]  
Leitung  
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TheaterFestival  
FESTIVAL