



Royal Exchange Theatre – Name A Seat Terms and Conditions 2026

Under our Seat Plaque Scheme, we arrange for a plaque to be engraved with your own personal message and placed on the back of your chosen seat in recognition for a donation to our Name a Seat campaign - where it will remain for an agreed period.

Certain words used in these Terms have a special meaning. These are set out below:

‘Our’, ‘us’, ‘we’ and ‘the Charity’ refers to Royal Exchange Theatre Company Limited, a charity incorporated in England (charity no. 255424, company no. 927203) with its registered office at Royal Exchange Theatre Co Ltd, St Ann’s Square, Manchester, M2 7DH.

Plaque means:

(a) Seat Plaque: a simple plaque of approximately [100mm x 30mm] inscribed with your own personal message (no more than 70 characters) and which is installed on the back of a seat in the Royal Exchange Theatre Module, or

‘You’ and ‘your’ refers to the person or entity who makes the Donation to us .

1 Seat Plaque Scheme

1.1 You can donate £1,000 to support the Theatre and dedicate a seat in the Royal Exchange Theatre Module.

1.2 As a thank you for your support, we will arrange for a simple plaque bearing your own personal message to be installed on your chosen seat, subject to these Terms and Conditions.

2 Seat Plaque Term

2.1 Your Seat Plaque will remain in Royal Exchange Theatre Module for 10 years from the date of installation, unless we remove your Plaque for one of the termination reasons set out below (see Sections 4 and 5).

2.2 After 10 years, you will have the option to either:

(a) Renew your dedication of support for a further 10 years by making an eligible donation, or

(b) Choose not to renew your dedication, in which case your Seat Plaque will be returned to you by post and the seat released back on sale to the public.

4 Donations

4.1 You may pay the donation either:

(a) In one lump sum or

(b) In 12 equal consecutive monthly instalments, the first instalment to be paid prior to the **installation of your plaque**.

5 The Plaque

5.1 The Plaque remains the property of the Royal Exchange Theatre at all times.

5.2 You may ask for your dedicated Plaque be placed on a specific seat or in a specific location in the Royal Exchange Theatre, but this is subject to availability. Plaque locations are allocated on a first come first serve basis, and the theatre reserves the right to refuse a location request.

5.3 The personalised message on your Plaque shall not be offensive, bring the reputation of the Royal Exchange Theatre into disrepute or be used to publicise any business, religious or political affiliations or external information/websites (e.g. by inclusion of a QR code or web address). If you require the wording on your plaque to be altered once you have seen and signed off a proof image, you will have the option to renew the Plaque at an additional cost.

5.4 We reserve the right to alter the layout of an inscription to suit continuity or to cater for artwork, photo plaques or drill holes. Where possible these changes will be reflected on the proof.

5.5 Your Plaque does not constitute a seat ticket or reservation at any performance at the Royal Exchange Theatre.

5.6 From time to time we may remove, obscure from view, cover or otherwise make unavailable your Plaque due to:

(a) Any performance, production, theatre hire, building hire, disabled or other access requirement, maintenance procedure or similar which may take place at the Royal Exchange Theatre either regularly or from time to time and which forms part of our business activities; or

(b) Any fire, flood, earthquake, unusually severe weather or elements of nature or acts of God, war, embargo, riot, civil disorder, rebellion, revolution; or other causes beyond our control.

We will take reasonable steps to let you know if any of the events listed in 5.6(a) above materially impact the visibility of your Plaque for more than 14 consecutive days. It is the purchaser's responsibility to update the theatre of any change of contact details.

5.7 We may have to move your plaque permanently due to a change in the layout of the Royal Exchange Theatre building. If we have to do this, we will take reasonable steps to let you know and consult you on a new location.

5.8 Plaques will be subject to wear and tear. Plaques positioned in areas of high footfall, such as the Bar Exchange, may wear more rapidly than those in other areas. If, in our reasonable opinion, your Plaque is no longer suitable to be on display as a result of wear and tear, damage or the Plaque becomes otherwise unsightly or poses a risk to health and safety, your Plaque will be removed from the Royal Exchange Theatre. We will take reasonable steps to let you know that your Plaque will be removed, and you will have the option to renew the Plaque.

5.9 Plaques can take up to four weeks to be delivered and installed. Please make us aware of any deadlines or specific dates you are working towards, and we will do our best to accommodate.

6 Termination

6.1 We may have to remove your Plaque where:

- (a) Any performance, production, theatre hire, building hire, disabled or other access requirement, maintenance procedure or similar which may take place at the Royal Exchange Theatre either regularly or from time to time and which forms part of our business activities requires that the Plaque is permanently removed (i.e. not just temporarily covered); or
- (b) There is a fire, flood, earthquake, unusually severe weather or elements of nature or acts of God, war, embargo, riot, civil disorder, rebellion, revolution; or other causes beyond our control; or
- (c) The Royal Exchange Theatre relocates to another building;
- (d) We decide, in our reasonable opinion, that your Plaque is no longer suitable to be on display as a result of wear and tear, damage or the Plaque become otherwise unsightly or poses a risk to health and safety;
- (e) We do not receive the balance of your donation within 12 months of you beginning your payment plan (whether you choose to pay in one lump sum or via 12 monthly payments);
- (f) You request us to remove your Plaque,

and in each instance we will try to give you reasonable notice before we remove your Plaque.

7 Other general terms to be aware of

7.1 We will use the personal information you provide to us:

- (a) To administer your donation and arrange for your personalised plaque to be made and installed in accordance with these Terms and Conditions;
- (b) To process your donation, including any payments made by instalments; and
- (c) If you have given your consent during the donation process, to inform you about similar fundraising initiatives and activities offered by the Royal Exchange Theatre. You may withdraw your consent or opt out of these communications at any time by contacting us.

We will handle your personal information in accordance with our privacy policy and applicable data protection legislation.

7.2 If you have any concerns about the administration of your donation or the provision, installation or maintenance of your plaque, please contact us and we will endeavour to resolve the matter.

7.3 Each provision of these Terms and Conditions is separate and independent. If any provision becomes illegal, invalid or unenforceable, this will not affect the validity or enforceability of the remaining provisions.

7.4 If we choose not to enforce any provision of these Terms and Conditions, or delay enforcing it, this will not affect our right to enforce that provision at a later date.

7.5 Unless expressly stated otherwise, no person who is not a party to these Terms and Conditions may enforce any of their provisions under the Contracts (Rights of Third Parties) Act 1999.

7.6 These Terms and Conditions are governed by the laws of England and Wales. Any dispute arising in connection with these Terms and Conditions shall be subject to the jurisdiction of the courts of England and Wales.