

## **TERMS AND CONDITIONS FOR DONORS OF 'NEW VIC NEXT STAGE' TILES (SOMETIMES REFERRED TO AS NEW VIC 'DONOR WALL' TILES)**

We may revise these Terms from time to time, for example to reflect changes in the way the commission is progressing or to accommodate new laws.

### **1. Information we need from you**

To allow us to process a donation you must provide us with the following information:

- Your name, address, email address
- Details of the credit or debit card that you will be using to make your donation
- The corresponding number of characters (Bronze, Silver or Gold) for the design of your tile.

### **2. Gift Aid**

If you are a UK tax payer, donating under the Gift Aid Scheme means that the New Vic can claim an extra 25p for every £1 that you donate at no extra cost to you.

To boost the value of your donation we will need you to confirm that you are:

- A UK taxpayer
- Eligible for Gift Aid and authorising us to collect Gift Aid on your behalf

If you have any questions, please contact our fundraising team on **01782 717954** or by email at [fundraising@newvictheatre.org.uk](mailto:fundraising@newvictheatre.org.uk)

It is your responsibility to decide whether or not you are eligible for Gift Aid and if in doubt we recommend you check with HMRC.

A recipient that has registered with us for Gift Aid collection has a contractual agreement with us authorising us to reclaim Gift Aid on its behalf where they have registered and/or are eligible to receive Gift Aid.

### **3. Use of your donation**

The use of any donation you make is entirely at the discretion of the New Vic Theatre and will be used where the need is greatest. Any special requests will be considered. We cannot guarantee that your donation will be earmarked for any particular appeal or specific purpose. If you want your donation to be used in any specific way you should contact New Vic Fundraising in advance of your donation.

### **4. Refunds**

If you have changed your mind about the donation and wish to get a refund, you must contact us by email [fundraising@newvictheatre.org.uk](mailto:fundraising@newvictheatre.org.uk) within 3 working days of making the donation. Changes to the wording of your tile must also be made within 3 working days. We will not be able to process any requests for refunds or amendments to tiles received after 3 working days as requests are processed the day after the donation is made.

## **5. Our Intellectual Property Rights**

We are the owner or licensee of all intellectual property rights to the New Vic Next Stage donor wall and all design, text, pictures, graphics (and the selection and arrangement of them).

All tiles will be bespoke and hand designed by Philip Hardaker. The size of the tiles is approximate - the shape of the tiles will be down to Philip Hardaker's discretion when constructing the commission as a whole.

## **6. Changes to the donor wall**

We may update the New Vic Next Stage donor wall at any time, and may change the content at any time. Please note that the New Vic does not take responsibility for any natural damage to the tiles. The New Vic commits to ensuring at least a 20 year life of the final tiles.

## **7. Your Data Protection**

We will hold your data securely for marketing and fundraising purposes. To check or change your data preferences contact [fundraising@newvictheatre.org.uk](mailto:fundraising@newvictheatre.org.uk). By choosing to dedicate a tile, you are agreeing to the name of those people to be displayed on a tile on the New Vic Next Stage donor wall in the New Vic theatre.

If you have any concerns about these terms and conditions or other queries, please contact us at: [fundraising@newvictheatre.org.uk](mailto:fundraising@newvictheatre.org.uk)