

# The 19th International Dublin Gay Theatre Festival



2nd to 15th May 2022

## CRITERIA FOR PARTICIATION 2022

Welcome to the 19<sup>th</sup> International Dublin Gay Theatre Festival, the world's biggest annual LGBTQ+ theatre festival.

In order to submit your proposal to the Festival you must sign this document, to show that you understand and accept your responsibilities in becoming a participant.

These criteria explain what we do and what we expect of you so please read them carefully.

### ABOUT US

The International Dublin Gay Theatre Festival CLG is an innovative artistic programme designed to encourage new writing for the theatre, build new audiences, create performance opportunities, and attain high artistic and entertainment standards. It is open to all forms of theatre.

We welcome productions from all over the world. We encourage and show case new works, new ideas, historical works, feminism, identity and masculinity, new voices and those that are silenced in their own countries. Thanks to a small group of dedicated professionals, Dublin is a home for you and your art-form.

### THE PROCESS

We welcome productions from all over the world. We encourage and showcase new works, new ideas, historical works, feminism, identity and masculinity, new voices and those that are silenced in the own countries. (repeats paragraph above)

Thank you for considering our Festival. Spread the word that we are open to artists and audience alike from the first Monday in May for two weeks of great theatre. We read all submissions and select a great diverse programme of LGBTQ+ theatre.

### PARTICIPATION

The International Dublin Gay Theatre Festival CLG is an innovative artistic LGBTQ+ themed theatre Festival designed to encourage new writing for the theatre, build new audiences, create performance opportunities, and attain high artistic and entertainment standards. It is open to all forms of theatre. **Works by gay authors, that have a gay character, theme or relevance, or that focus on issues of interest like feminism, masculinity or gender identity are particularly welcome.**

### THEATRE IN PARTNERSHP:

Companies that wish to contribute to this dynamic in a co-operative, innovative and enthusiastic manner are very welcome. IDGTF is not a 'promoter', we work in partnership with companies (as a 'co-producer') to ensure that high theatrical standards are attained, strong attendances achieved, good theatre is produced, and a warm and welcoming networking and social experience is enjoyed by all participants, volunteers and audience alike.

## KEY DIARY DATES:

- Submissions Deadline – December 31st 2021.
- Programme offers before February 7th 2022.
- Overseas companies: flight/booking confirmation by February 28<sup>th</sup>
- Promotional Material, Banking Information and Travel Documents to be submitted by March 15th.
- Technical Questionnaires to be completed by March 11th 2022, (Get-ins every Sunday, Get-outs every Saturday night following the final performance or by arrangement with the Team).
- Week 1: Bank Holiday May 2nd to Saturday May 7<sup>th</sup> 2022
- Week 2: Monday May 9<sup>th</sup> to Saturday May 14<sup>th</sup>
- Matinees on Monday May 2<sup>nd</sup> and Saturdays May 7<sup>th</sup> (week 1) and Saturday 14<sup>th</sup> (week 2) only.
- GALA Concert and Awards: Sunday May 15<sup>th</sup> 2022

## FESTIVAL PRODUCTIONS:

The Festival is curated, therefore our Artistic Director assigns the successful production its performance dates/times plus the number of performances, to a venue and agrees the Festival actively promotes the venue and the production, we arrange box office facilities, and provide a range of supports to the company.

The net Box Office revenue, (note that all references to Box Office refer to **net** Box Office Receipts) which remains the property of the Festival until the agreements are fulfilled, will be divided as follows:- 70/30 in favour of the company. This agreement is subject to the production company's fulfilment of this agreement, in a satisfactory manner.

Failure to fulfil your agreed performance commitments results in the company that signed the contract, being 100% liable for venue rental, marketing and any other costs arising to the festival, as a result of your confirmation of appearance and failure to honour that commitment. The final day for notifying the Festival of your withdrawal at no cost to the company is **February 28th** each year.

### ***What happens if you fail to deliver a quality piece of theatre as agreed?***

We work hard to produce the Festival and we take you at your word and expect you to honour it. If you have problems along the way, let us know ASAP as we might have a solution for you! Let's work together.

Please be aware that you will have been selected from a number of submissions. If you delay or renege on your submission, you deny other theatre companies the opportunity of performing in Dublin. None of us are in theatre to deny opportunities to others, we are here to create them!

Be very clear of your intent to participate before you apply and begin preparations to be in a position to accept any offer made immediately. If you need to fundraise prior to an offer being made – contact us for an update on your submission in January.

**If you cancel your production after the deadlines have passed, you are, by submitting your proposal, accepting full liability for the theatre rental incurred and marketing and promotional costs.** Think seriously about your commitment before you apply, as we are serious about our commitment to you!

### ***What happens if you don't deliver the agreed project to a satisfactory standard?***

We value and respect our audiences and have worked hard for our good reputation. In the event of you failing to honour your participation, e.g. **if the company fails to fulfil its performance schedule in full to the proper standard, the Festival retains 100% of all box office revenue until appropriate action is agreed with the Artistic Director.** The Festival may e.g. decide to refund this money or part of it to the disappointed audience.

## BOX OFFICE DEAL:

We treat all companies equally – there are no special arrangements for one company – we share what we have with all of you - equally. Hence, we publish this document online for all to see.

Once you complete your performances satisfactorily, the IDGTF agrees to pay the ‘theatre rental’ in full out of its own resources and at no cost to you. The Festival does not hire productions or performers or commission any. All net box office revenue will be split on a grant basis of 70-30 basis between the Festival and the Production Company(s) in favour of the production company.

In the ‘Theatre Shorts’ programmes (designed for plays up to 30 minutes duration), the production companies divide will be on a pro-rata basis as decided by the Artistic Director of IDGTF. All box office accounts will be settled by electronic bank transfer, within 1-2 weeks of the date of the final performance, where complete and accurate bank details have been provided (see Tickets and Box Office below).

Your participation indemnifies the Festival from responsibility for any other costs, you will secure and pay all royalty charges, accommodation, transport or taxation liabilities incurred by the production company.

## **GALA CONCERT & AWARDS**

We are not a competitive event but we do like to reward excellence. Its great to celebrate what we all do well! Participation in the Festival also includes an Invitation to companies (who are remaining in Dublin) to present a 4 minute (max.) piece from their festival production at our closing Gala. This is the highlight of the Festival and takes place on the final Sunday evening of the Festival (i.e. May 15th 2022). The Artistic Director will agree the selection with each company.

International companies appearing in the first week of the Festival are invited to appear but are not obliged to do so. Contributions going beyond 4 minutes will be cut short on stage as it is disrespectful to other performers and to the production of this important event. The proceeds of the Gala Night are entirely the property of the IDGTF. Companies and crews are our guests at this event.

## **INDEPENDENT PRODUCTIONS:**

It is possible that you have your own venue and production plan and to be associated with the Festival programme. If so, you can participate as an independent production, responsible for all your own costs and usually this suits companies who also may wish to choose a venue or extend their run beyond the festival duration. These (very rare) independent productions are a valued part of the Festival and promoted on a par with Festival Productions. The Festival assigns the production and dates/times, plus the number of performances and agrees to promote the venue and the production, arrange box office facilities, and provides a range of supports to the company. The Box Office is strictly through the Festival only and net Box Office revenue remains the property of the Festival until the agreements are fulfilled, will be divided as follows: Under the Independent Production scheme, the production company takes full responsibility for the theatre rental (and any extended run) and the Festival receives 15% of all net Box Office receipts for the duration of the festival's run only, to cover the services mentioned above. All box office accounts will be settled within one week of the date of the final festival performance.

The Independent Production can make its own arrangements to extend its production run beyond the Festival dates and all claims by the Festival cease the day after the Festival concludes each year. The Festival is willing to include ‘extended runs’ in its promotional material upon request; however arrangements for extended runs are entirely the remit of the production company. The Festival accepts no responsibility for any other costs, royalty or taxation liabilities incurred by the Independent Production Company.

## **RIGHTS AND SCRIPTS:**

Productions must reflect the Festival criteria for inclusion. All scripts must be submitted to the Artistic Director for approval in advance of acceptance into the official programme. You must secure the rights of the piece in advance. Only agreed scripts are permitted to be performed. Any alterations to the play or production must be notified in advance to the Artistic Director, who retains the right to rescind the offer of a place in the Festival, if such alterations in his/her view affect the integrity or the quality of the play. Permissions to alter any script must be sought from the rights owners and

the Festival must be indemnified from any action arising from same. We respect writers and their work. Companies should only submit works that they have secured the performance rights to produce at the Festival. **The securing of a Licence or Performance Rights to perform each script remains the sole responsibility of the production company, who in turn indemnifies the Festival, from any royalty payment obligation.** Companies must accompany such proof in their initial submission or with the letter of agreement.

Please note that ALL productions must be vetted by the Artistic Director before they can be included in the 2022 Festival Programme. The Artistic Director's decision on the programme content is final and s/he retains the right to revoke an invitation or to remove a play from the programme at any stage, if the production presented does not adequately reflect the standard and content of the play/performance agreed subject to the Festival having its outgoings refunded by the production company.

## **THE DEAL!**

**TICKETS and BOX OFFICE:** The Festival sets the ticket price for each venue and it is usually 15 euros per ticket, 13 euro concessions, afternoon Matinees are priced at 10 euro (prices include a 1 euro Booking Fee). Monies from 5 and 10 play 'packages' and Season Tickets (reductions for multi attendance) will be divided accordingly amongst all participating production companies. Special offers and venue packages may also be sold at a reduced rate. Companies must comply with the Festival's ticket pricing, box office and booking arrangements. In the event of slow sales, the festival will do additional special offers on seat prices to boost attendance. The Artistic Director's decision is final in relation to special offers and the distribution of box office receipts for performances involving more than one company.

**GUEST/COMPS:** If space allows, we also let participating companies (and our volunteers) in for free to other performances, subject to seat availability. The issuing of any complimentary tickets, maximum 2 per Production Company per performance, is subject to the agreement of the Festival's Director and must be booked one week in advance and jointly accounted for at the box office. Any additional complimentary admissions are at the discretion of the Artistic Director. No daily updates will be given to companies as a full print-out of the entire box office for each production is included in the final settlement between the Festival and the Production Company. Special marketing initiatives, including the issuing of complimentary tickets, to promote weaker selling productions, will be undertaken at the discretion of the Festival.

## **ACCOMODATION & TRAVEL**

By making a submission to the Festival you agree and accept the terms outlined in this document. On acceptance of your offer of a place in the programme, the Production Company must provide IDGTF with proof of travel for all cast and crew by February 28th 2022. Failure to do so will automatically rescind the invitation to participate in the Festival. Please consult with us on our range of the best airlines and travel and accommodation websites available. [www.aerlingus.com](http://www.aerlingus.com) and [www.ryanair.com](http://www.ryanair.com) have regular sales.

Dublin can prove difficult to find reasonably priced accommodation especially in Dublin 1 or 2 close to venues. Ask us and we will advise. You might try [www.staycity.ie](http://www.staycity.ie) for apartments or the Abbey Court Hostel. Accommodation booking remains the responsibility of the Production Company. Please enquire with us before booking any accommodation in order to be as close to your theatre as possible and to ensure your safety and good value.

## **MARKETING AND PUBLICITY**

You must promote your play. You need posters and flyers, excellent photographs, images and graphics to make an impact. There are up to 20 other companies competing with you for attention. The Festival's marketing team endeavours to promote all Festival Productions to the best of their ability, in a fair and equitable fashion, using every opportunity and method available to them. This strategy complements your own promotional work. We need your material by February 28<sup>th</sup>.

Promotional activities and brochure details are seriously curtailed due to the late arrival or absence of PR material from some production companies. Great care must be taken to provide these high quality materials on time and all materials

related to the production MUST include the IDGTF logo prominently. IDGTF will advise you also how to maximise the use of photographs and artwork.

You must produce your own posters and we will have negotiated favourable rates available for printing and distribution (please contact [info@gaytheatre.ie](mailto:info@gaytheatre.ie) for more). Every Production Company MUST ENSURE that all relevant details of cast and crew, including biographies, plot synopsis, company logos, production photos plus head and shoulders photos of main cast members, correct contact details, website and/or e-mail addresses, together with any other requested materials, are supplied in full to the Festival's PR Director and marketing / publicity personnel by the agreed deadlines (No later than the 11th of March 2022). The Artistic Director retains the right to amend play synopses in order to more positively promote the production and to place it in the context of the diverse programme being presented. All published material involving the use of either the Festival Logo or Festival Name, must be agreed with the Festival PR team prior to any publication.

### ***Get Your Cast on the Street and in the Clubs:***

Be visible. You are expected to undertake your own promotional activities during the Festival including responsible street marketing that complies with Dublin City Council regulations. [www.dublincity.ie](http://www.dublincity.ie). You are also encouraged to make direct contact with the media and related groups who may be interested in the subject matter of your production. The Festival ([pr@gaytheatre.ie](mailto:pr@gaytheatre.ie)) will assist you in these efforts. If you sell your show, people will attend. If you do not – then you may be disappointed at your audience numbers. We go to a different LGBTQ+ venue every night so talk to the people there to promote your play – it works!

### ***When Can You Say You are in the Festival?***

The first public announcement of the Festival Programme is the exclusive prerogative and responsibility of the International Dublin Gay Theatre Festival. No advance media announcements of participation in the Festival are permitted without the approval of the Artistic Director. Under no circumstances may the International Dublin Gay Theatre Festival be used in any way publicly as an endorsement of a production, unless it is an 'official production' selected for inclusion in the Festival Programme. Any future productions, CVs, biographies and reviews should credit the International Dublin Gay Theatre Festival where relevant.

### ***Work Online:***

Follow us on Twitter and Facebook – and set up an event page for your Dublin show. Please encourage all your social media contacts to 'like' our Facebook page to ensure your audience receives updates daily. Set up an Event page on Facebook with the booking details once the programme is announced and add Festival people as friends. Participate in the Facebook Companies Group where all updates are posted. Companies are expected to promote their own productions daily online.

### ***Press and Media***

Production Companies are obliged to place their work in the context of the Festival, in all media and promotional activities. Companies are encouraged to source their own publicity in the context outlined above, including promotional opportunities and reviews. A limited number of press tickets are available through the PR director. Companies should co-operate with other shows in their venues and explore shared marketing opportunities – double faced flyers etc.

### ***Festival Events:***

Companies are invited and encouraged to attend and participate in all festival promotional events, fundraisers and to make themselves available to the Festival PRO for media interviews/photo opportunities as and when they arise. Always keep us posted about your own media plans.

### ***SPONSORSHIP:***

Companies must advise the Festival in advance of any approaches being made to sponsors, especially those in Ireland. This firstly is to avoid duplication as the Festival itself actively seeks sponsorship and uses this revenue to provide a range of services to the participating companies including venue-hire and marketing. Secondly, it is essential in order to

facilitate whatever promotional arrangements are agreed between companies and their sponsors. Festival sponsors will take priority in all publicity and product placements. The Festival reserves the right to refuse promotional or advertising space to sponsors who may be considered inappropriate to be associated with the Festival. The Festival will endeavour to facilitate company's sponsors at all times, including placing supporting logos on the respective page in the festival brochure, tickets, press reviews etc, subject to prior notification and agreement. Sponsorship or naming rights for awards can be discussed with the Artistic Director.

## **THE FESTIVAL CLUB**

The official social networking venue of the Festival is the Festival Club. This rotates between selected venues each night and usually offers some promotional opportunity for companies. Companies are requested not to agree to patronise other establishments, as a form of sponsorship, during the run of the Festival. The networking of companies and their audience has huge potential to benefit attendance at other programmed events and is an opportunity to share resources, audiences and contacts between companies and the Festival personnel. Companies are required to encourage casts and audiences to only attend the Festival Clubs during the duration of the Festival. Companies are also encouraged to explore opportunities of networking with participants with a view to arranging tours and visiting productions to their own cities and countries.

## **PRODUCTION SCHEDULES**

Performance schedule and locations are as set out in the programme offer and by agreement with the Artistic Director, whose aim is to present the maximum and most diverse range of theatrical performances over the fortnight. Companies must bear in mind the need for immediate agreement of the terms and conditions. As the programme is carefully balanced, your offer gives you first choice as to times, dates and venue, over the ambitions of many other applicants. For every one successful submission in the programme there are up to 10 unsuccessful applications. Any delay in fulfilling your obligations not only incurs needless expense for the Festival, but seriously disappoints other companies waiting for a place in the programme.

## **TECHNICAL INFORMATION:**

The Festival offers visiting companies a range of technical supports. These are subject to availability. Our technical volunteers are professionals, but the technical quality of each production remains the responsibility of the production company. If you need support please contact our technical team as soon as possible. At times we can offer assistance with sound and lights, sets, props and costumes but these are all limited and may involve a cost to the production company. All offers, including a completed technical request/information sheet must be completed and returned to the Technical Team no later than March 18th 2022. See form at the end of this booklet.

## **SHARED FACILITIES**

IDGTF is committed to producing an accessible and diverse programme of gay relevant theatre as possible. The number of performances may therefore be limited or the production may become part of a series of performances in the same venue. There will be at least two productions to be facilitated in the same venue each day. Companies are expected to cooperate and respect the other companies they are sharing performance nights, shared lighting rigs, technical rehearsals, get-ins, get-outs, properties or facilities. IDGTF will put you in touch with the other company sharing your facility - this sharing arrangement allows IDGTF to provide the range of services it does to you, free of charge.

## **TECHNICAL ASSISTANCE.**

**You need to arrive in Dublin on the Saturday before your show opens. All technical rehearsals are on each Sunday.** As each Production Company is entirely responsible for its own technical production and for its orderly 'get-in' and 'get-out' by arrangement with the venue and by agreement with the Festival Technical team. Please furnish us with your full

technical specification and the name of your technical manager as soon as possible. **All shows must run on time and for the duration agreed. Shows that go over the agreed time will be penalised at the box office as it prevents the other show going up on time or our audience transferring to another venue on time. Affected companies will be recompensed out of the offending company's box-office at the sole discretion of the Artistic Director.**

### **Respect your Venue and Crew**

Please respect our voluntary crew as they will assist you. Failure to 'get out' on time and to leave the venue in good order will result in a 10% reduction of the production company's share of the box office returns. Failure to comply with this may result in the company being billed for any additional services the festival engages during 'get in' and 'get out' times. All 'get-outs' must be completed immediately after the final performance, when the venue is required to be restored to the order in which it was handed over to the company.

**We Can Help!** Visiting companies can enquire of IDGTF to source props, equipment and professional technical crew - payments will be the sole responsibility of the production company. Each company is fully responsible for the compliance with all fire safety (including fire proofing) and welfare requirements of the venue. The Festival, on advance request and when available, will offer visiting companies limited technical support. The Festival has a voluntary technical support team and all queries should in the first instance be communicated to our Technical Director. Companies are entirely responsible for the standard of their technical presentation. All requests for technical assistance must be submitted at least four weeks in advance of the production date and instructions clearly marked on a completed production script. It may not be possible to accede to all requests. In the event where companies are sharing a venue – no permanent sets can be erected without the agreement of the Artistic or the Technical Director and the other company(s) sharing the premises. Cooperation is expected in relation to the shared lighting rig which should be worked out by mutual agreement between the sharing companies. In the event of a dispute the Artistic/Technical director will impose a basic rig on all productions. Companies must guarantee quick venue 'turn arounds' between shows – maximum 15 minutes.

**FRONT OF HOUSE:** The Festival will have a presence Front of House at each venue. Festival staff, in conjunction with the Production Company, will ensure that the production begins on time, and that promotional announcements are made. Each performance must be preceded by relevant safety requirements and a short advertisement about the International Dublin Gay Theatre Festival and its current programme of events. Companies are expected to co-operate with Festival personnel's instructions at all times. You must inform FOH if actors are to be pre-set on stage. **Venues must be opened at least ten minutes before curtain up.**

Festival staff will liaise directly with the venue for Festival Productions only. Independent Productions must make their own arrangements with the venues which must include the facilitation of the presence of Festival Staff, announcements, and the full operation of the festival criteria and promotional material. The Festival will ensure that the Festival Ticket Office, the venue and/or Festival personnel will provide Box Office staff.

**INSURANCE and RISK:** Companies must insure their productions and indemnify the International Dublin Gay Theatre Festival from all responsibility for any accident, injury, loss, damage, injury etc. including Public and Employer Liability. The Festival will also undertake to take out its own insurance cover. Your participation in the Festival is a confirmation of your liability and insurance cover. Proof of such cover is required prior to performance. Uninsured productions will not be allowed to perform. Keep the venues clean and safe. Mind your belongings!

Health and Safety, plus the well-being of audience, cast, company, Festival personnel and property are of the utmost priority. Companies must conduct themselves and their productions in a safe and responsible manner, respecting and implementing all bye-laws of the local authority, Gardai (Police) and the venue management. Accessibility is also a priority and the facilitation or provision of special requirements for people with disabilities by participating companies is encouraged.

**COVID POLICY:** We will take every precaution to keep cast, crew and audience safe based on Irish Government guidelines.

If there is an outbreak (confirmed by antigen or PCR test or both) then the remaining performances will be cancelled unless there is a Covid-compliant alternative plan. Please notify the Artistic Director in any of these circumstances immediately.

Please refer to Irish Government Health guidelines here: <https://www2.hse.ie/conditions/covid19/>

Please see travel guidance for travel to Ireland here: <https://www.dfa.ie/travel/travel-advice/coronavirus/general-covid-19-travel-advisory/>

IDGTF CLG has no liability for any losses or expenses, directly or indirectly, due to Covid-19. We strongly advise that participant companies consider obtaining medical insurance. IDGTF will be fully compliant with government Covid obligations.

**CHILD SAFETY:** Each production company who works with performers aged 16 and under, must comply with the child safety requirements as set out by the Irish Arts Council [www.artscouncil.ie](http://www.artscouncil.ie). Children must be chaperoned at all times and properly cared for. The IDGTF accepts no responsibility for breaches of health, safety, child welfare, loss, injury or accident, arising from activities or actions of participating companies. Companies are advised to make themselves and their personnel aware of all the above requirements including safety procedures at each venue at the start of their get-in.

**HAZARD:** The Festival reserves the right to stop any performance or refuse to allow a performance to begin, in the event of identifying any potential hazard to audience or personnel. Companies must identify at least four weeks in advance of the first performance and notify the Festival of any potential risk in the production (including on-stage smoking, fire proofing, strobe lighting etc) and avoid all potential hazards, note and keep clear all fire exits, adhere to the venue's fire, health and safety regulations and not endanger the audience, cast, crew or Festival in any way. All public buildings in Ireland are smoke-free zones.

**RESOURCES** The aim of the International Dublin Gay Theatre Festival is to ensure a positive theatrical experience for both production companies and audiences. The Festival, in partnership with its production companies, is committed to producing performances of the highest artistic standard. No Festival personnel are remunerated and make an incredible contribution to facilitate gay theatre and your own production. This generous and vital contribution should be respected at all times. In return, everyone should be allowed to enjoy their experience at IDGTF. Enjoy yourself!

***Audience response forms are distributed at the end of each performance and collated into individual and overall data. As IDGTF is not competitively driven, very few 'awards' are presented for excellence on the Gala night including awards for an aspect of production, new writing, best performances by a male and female and an outstanding contribution to Irish theatre, identity, and intercultural dialogue as adjudicated by the Artistic Director or his/her nominee. These are designed to add to the sense of celebration created by the presence of this unique event in Dublin.***

**BANK PAYMENTS:** Payments will be made by electronic money transfer into your company account.

Please supply us with all your **banking details by March 18th** by filling out the '**Company Bank Details Form for Electronic Transfers**' form at the end of this document.

### **Finally:**

The Festival has limited finite resources. Resources are primarily allocated for the benefit of the participating companies. All reasonable advance requests for assistance will be facilitated subject to available resources. The Festival will provide advice and assistance in relation to venues, royalties, access to plays/artistic material, casting, insurance, marketing, publicity, technical assistance, props, accommodation, transport/travel, press, reviews, box office facilities, as resources allow. We are your partners and support. However, the presentation standards of each production remain the responsibility of each production company. The Festival looks forward to combining its resources with those of its production companies in a spirit of cooperation and respect.

We will be very pleased to welcome you to the International Dublin Gay Theatre Festival in May 2022.

### **ACCEPTANCE**

I confirm I have read and accepted the above conditions and agree to these terms if my/our submission is successful and included in Festival 2022.

Signed: \_\_\_\_\_

For and on behalf of Production Company:

Date / / 20

\_\_\_\_\_

Please PRINT name clearly

Date / / 20\_\_

Signed \_\_\_\_\_

For and on behalf of International Dublin Gay Theatre Festival

Please sign, scan and return to: [info@gaytheatre.ie](mailto:info@gaytheatre.ie) OR Sign and send by registered post to: Brian Merriman, Artistic Director, 179 South Circular Road, Dublin 8

**Please provide the details now in the technical & bank payments forms below:**