# sandwell_mbc_col DAILY RECORD SHEET

**Place of Performance/Rehearsal**

## Children (Performances) Regulation 5

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Name of Production |  | **Name of Chaperone** |  | **Licensing Authority** |  |
| Production Contact Name |  | **Name of Tutor** |  | **Licensing Authority** |  |

|  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Date | Child’s Name | Child's Signature | Time of Arrival | Time & Period of Performance | Time of Rest Intervals | Time of Meal Intervals | Times of  Night Work if agreed  with LA | Date, Duration of Tutoring & Subject Taught | Amount of sums earned | Time of Departure | Child  Signature |
|  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |

This Record Sheet relates to the information the Licence Holder, Chaperone and Tutor is required to keep by law for each child performing. It is a requirement under the Regulations that these records be kept and made available, together with each child’s Licence, at every place of performance where a child is present for inspection by an officer of the Local Authority in whose area the performance takes place. Upon completion of the production the Record Sheet/s should be stored at the Licence Applicant’s main company address for a period of not less than **6 months** after the final performance date for which these Licences have been granted.