**DELETE BEFORE USE**

**Note that this is a guide and should be adapted to meet your needs/business operations. No liability or responsibility is assumed by the author.**

**Booking Enquiry Brief**

Completed by:

Date:

Contact Email:

Contact Phone:

| Date/s of Event/s |  |
| --- | --- |
| Event Description |  |
| Location (Country/City/Town) |  |
| Venue |  |
| Times & Duration *(Approximate number of hours)* |  |
| Music Brief |  |
| Venue/Crowd Capacity |  |
| Lineup/Other Performers *(Including Musicians performing with the DJ/s)* |  |
| Budget |  |
| Other Information |  |

*Please note:*

*The Artist is not able to provide equipment. They will supply a ‘Tech Rider’ to the Sound Team of the event/venue.*

**BOOKING PROCESS**

*This is a standard Booking process for performers at any event. Our team aims to be transparent with our Clients to ensure that they are fully informed of all requirements and aware of their commitments as well as those of the Artist.*

1. Enquiry: Client makes contact to check availability & brief event details
2. Quote: Quote sent to the Client based on the information provided
3. Review: The date will be pencilled in the calendar & the client has 72 hours to review/negotiate. Note that the date is not held for the client at this point- we will advise if we have other enquiries for the same date in order to make the Client aware.
4. Confirm: When the Client confirms that they wish to process, the Booking Confirmation Contract and Deposit invoice will be issued. The deposit is 20% of the quoted fee. When a signed copy of the Contract and Proof of Payment are received, the date is confirmed.
5. Logistics: Travel/Accommodation and other logistical arrangements are booked as well as any relevant information (Tech Rider, Hospitality Rider etc) are sent. The budget will be set and our team will make the arrangements.
6. Invoice: The remainder of the fee (minus the deposit) and any other expenses are invoiced. Payment is due within 21 days and no less than 7 days before the event.
7. Event: The event takes place. Any extra time or other expenses incurred- that are agreed by the client- will be invoiced for within 7 days of the event.

**CONDITIONS**

In the event of absence or illness the Artist(s) may be required to provide a suitable replacement of an equal or higher skill set.

Cancellations must be made in writing and confirmed by the Artist(s) team in order to apply. If a booking is cancelled, in no instance will the deposit that confirmed the booking be returned to the Client.

Travel Bookings will be made by the Artist(s) team and the costs added to the invoice. Return travel to the event is at the expense of the Client unless otherwise stated, in writing, by the Artist(s).

The Artist(s) is insured personally in respect of legal liability that may arise following injury or damage to members of the public. This policy is only operative whilst the Artist(s) is performing, rehearsing or auditioning either solo or as part of a group or band, including transit to and from the venue.