**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.**

[YOUR BUSINESS NAME]

**BOOKING CONFIRMATION**

**Please sign and return this Booking Confirmation contract & send proof of the deposit payment\* within 3 days (72 hours) as we can only hold the provisional booking dates for this period of time.**

*\* The Deposit invoice will be sent separately. Proof of payment in pdf format is accepted as funds may take several days to clear.*

| CLIENT |  |
| --- | --- |
| VENUE NAME & ADDRESS |  |
| EVENT NAME/DESCRIPTION |  |
| BOOKING DATE |  |
| EVENT DATE/S |  |
| SET TIME/S |  |
| FEE |  |
| OTHER EXPENSES |  |
| EQUIPMENT  *Must be provided/organised by the Client* |  |
| VENUE ACCESS |  |
| GREEN ROOM / SECURE STORAGE AREA |  |
| DJ BOOTH/STAGE LOCATION |  |
| SOUNDCHECK TIMINGS/ACCESS |  |
| OTHER PERFORMERS |  |
| EXCLUSIVITY  *Terms of exclusivity (location/competitors etc) if applicable* |  |

**Booking Total: £XXX (+ Travel TBC)**

**TO BE COMPLETED BY THE CLIENT/HIRER (OR REPRESENTATIVE)**

| NAME | *Please complete* |
| --- | --- |
| MUSIC BRIEF  *Song requests must be sent 1 week before the event at the latest. Songs cannot be guaranteed after this deadline.* | *Please complete* |
| FILM & PHOTO | Do the performing Artist/s have permission to take photos & videos of the event?  Yes / No  *Please advise of any special conditions* |
| DRESS CODE | *Please complete* |
| OTHER INFORMATION | *Please complete* |

**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.

It is agreed that 20% of the Fee (subject to invoice) shall be payable within 3 days of the verbal/written Booking Agreement to confirm the booking. The remainder of the fee is then due within 21 days and no less than 7 days in advance of the Event (subject to invoice). Failure to pay the remainder of the fee will result in the Artist not performing.

The Hirer and the Artist(s) agree that the equipment and instruments of the Artist(s) are not available for use by any other person, except with specific permission of the Artist(s).

The Hirer shall not make or permit the making of any audio and/or visual recording or transmission of the performance except with the specific, written permission of the Artist(s). Please note: Rights to, or for the use of, music cannot be given by the performing Artist(s).

The Hirer shall ensure a safe supply of electricity and the security of the Artist(s) and his or her property at the venue.

The Hirer shall supply the Artist(s) with suitable refreshments and food (that meets the Artist/s Dietary Requirements) for performances that exceed 4 hours.

**TRAVEL**

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).

Accommodation will be booked by the Client (unless otherwise agreed) for Bookings outside of [YOUR HOME TOWN/CITY].

For bookings in [YOUR HOME TOWN/CITY], the Artist(s) travel expenses will be added to the invoice and arranged by the Artist(s) team.

The following minimum requirements apply for bookings outside of London:

* Flights

For flights less than 4 hours, Economy class tickets are acceptable.

For flights 4-8 hours, tickets must be Premium Economy or above.

For flights 8 hours or longer, tickets must be Business class.

* Ground transport

Private airport transfers between the Airport & Accommodation unless agreed in advance with the Artist(s) team, in writing.

If applicable, the client will organise the transport of the Artist(s) from the Accommodation to the venue.

* Accommodation

Private double room in a minimum of a 4\* standard hotel or private accommodation.

**CANCELLATIONS**

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.

The Hirer may cancel a booking up to 22 or more days prior to the performance with a loss of the initial deposit.

The Hirer may cancel a booking up to 21 to 15 days prior to the performance; 25% of the booking fee will be incurred.

The Hirer may cancel a booking within 14 to 8 days prior to the performance; 50% of the booking fee will be incurred.

The Hirer may cancel a booking within 7 days or less prior to the performance; 100% of the booking fee will be incurred.

**PUBLIC LIABILITY INSURANCE**

The Artist(s) is insured personally in respect of legal liability that may arise following injury or damage to members of the public. The limit of indemnity is £***xxxxxx*** GBP. 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.

**PROMOTION**

Full permission is given to use or reference any approved Assets from the Artist/s for the promotion of your event:

*[Link to your Press Kit, Logo, Headshots etc]*

Instagram tag: @[yourinstagramhandle]

*[Your other relevant handles]*

*[Your website]*

**SIGNED**

Artist: …….…………………………………………………. Date:

Signed: ……………………………………………………….

Hirer/Client: …….……………………………………………. Date:

Signed: ……………………………………………………….

*Thank you for your Booking!*

*We look forward to working together.*