

Fylde Coast Cabaret Agency

Paul Douglas & Lynda Baillie
Fylde Coast Cabaret Agency
P.O. BOX 555
Preston, Lancs.
PR4 1WH
Tel. 01772 635555
info@fyldecoastcabaret.com
www.fyldecoastcabaret.com

February 12, 2009

Dear Artiste,

Welcome to Fylde Coast Cabaret Agency!

In line with Government Regulations concerning Employment Agencies and Businesses, we are required to obtain agreement to our Terms and Conditions of Business from our Artistes. These are detailed on the following pages. Please read them carefully.

If you have any queries or are unhappy with these Terms please contact us immediately, otherwise please complete page 5 and return it to me.

Best wishes,



Fylde Coast Cabaret Agency

Paul Douglas & Lynda Baillie
Fylde Coast Cabaret Agency
P.O. BOX 555
Preston, Lancs.
PR4 1WH
Tel. 01772 635555
info@fyldecoastcabaret.com
www.fyldecoastcabaret.com

In accordance with the Conduct of Employment Agencies and Employment Business Regulations 2003, please find detailed below Fylde Coast Cabaret Agency's Terms of Business.

For the purpose of this document "The Agency" refers to Fylde Coast Cabaret Agency, the Work Seeker is "The Artiste" and refers to any individual or group employed to provide entertainment to a "Venue".

1) The Agency's role in all business agreements & transactions is that of any Employment Agency, seeking to liaise between Artiste and Venue and to form a "booking" between these parties.

The venue will usually be a Social Club, Hotel or similar.

2) The Agency may also liaise with other Agencies and supply Artistes to their Venues. In this case, the Agency may enter into a contract on behalf of the Artiste. The Artiste will receive a copy of this contract and may amend or cancel within 7 days of receipt. If the 2nd Agency is VAT registered there will be an additional charge to the Artiste of 15% of 7.5% of the 'Booking Fee' to cover our additional charges. This will be detailed in the 'Notes' area of the Confirmation.

3) When a booking is made, the Artiste will receive a Confirmation letter or a Contract detailing the following; Date booking was made, Date of booking, Venue name and address, Artiste name, Arrival time, Number of spots, Fee, Pick up/No Pick up, Dots/Self Contained, Artiste's PA/House PA.

4) In the case of a No Pick Up booking, the agency will receive the booking fee directly from the venue on behalf of the Artiste. The Agency will forward the fee to the Artiste within 2 days of receiving cleared funds from the Venue.

In the case of a Pick Up booking, the Venue will pay the Artiste by cash or cheque on completion of the performance.

Fylde Coast Cabaret Agency

Paul Douglas & Lynda Baillie
Fylde Coast Cabaret Agency
P.O. BOX 555
Preston, Lancs.
PR4 1WH
Tel. 01772 635555
info@fyldecoastcabaret.com
www.fyldecoastcabaret.com

5) The Artiste will pay a fee (Commission) to the Agency on completion of each booking. This fee is usually 15% of the booking fee unless otherwise stated on the Confirmation letter or Contract.

a) This fee is our charge for making the booking and all matters relating to it.

b) The Artiste will pay commission due no later than 10 days after receipt of an Invoice. Invoices are usually sent out at the beginning of each month. Overdue payments may incur additional charges.

Payments may be made by BACS s/c 16-24-28 acc 11443453 or by cheque made payable to 'Fylde Coast Cabaret Agency'

c) The Agency will not make any rebates or refunds on commission paid.

d) The Agency may deduct any outstanding commissions owed from Artiste's No Pick Up fees.

e) Artistes failure to pay commission will result in Court action and the artiste concerned will be responsible for all costs incurred by this process.

6) The Artiste is not required to give any notice to the termination of business arrangements with the Agency however; any cancellation of bookings may only be made under mutual agreement.

7) The Agency is not required to give any notice to the termination of any business arrangements with the Artiste however; any cancellation of bookings may only be made under mutual agreement.

8) Any re-bookings (or bookings 'arising from') within 12 months of the previous booking must come through this office and are subject to the standard commission rate of 15%

9) Any cancellation by the Artiste due to illness etc. must be made by telephone conversation with this office. It is not acceptable to cancel by email, voicemail, text message or similar.

Fylde Coast Cabaret Agency

Paul Douglas & Lynda Baillie
Fylde Coast Cabaret Agency
P.O. BOX 555
Preston, Lancs.
PR4 1WH
Tel. 01772 635555
info@fyldecoastcabaret.com
www.fyldecoastcabaret.com

Additional Information.

The Agency is under no obligation to the Artiste to provide any number of bookings over any period of time.

If an Artiste provides us with email address, we will use this to send out Confirmations, Invoices etc. If you would prefer to receive such communications through the post please notify us of this.

Where a Venue cancels a booking with less than 28 days notice, the Artiste may seek to reclaim the fee from the Venue if no alternative work is found for the date of the original booking.

The Artiste will arrive at the Venue no later than the arrival time stated on the confirmation letter. If the Artiste is delayed, they will contact the Agency or the Venue directly and give an estimated time of arrival.

If the Artiste arrives at the Venue later than the arrival time on the confirmation letter, the Venue has the right to declare the booking null and void and to replace the Artiste.

It is the Artiste's responsibility to ensure that they have P.A.T. safety certificates for their equipment.

It is the Artiste's responsibility to ensure that they hold adequate Public Liability Insurance.

Artistes should dress appropriately in all venues -(i.e. no jeans, trainers etc.)

Fylde Coast Cabaret Agency's role is that of negotiator and therefore the agency cannot accept responsibility for any non-fulfilment of booking or any breach of agreement/contract between artiste and venue and but every reasonable safeguard is assured.

Fylde Coast Cabaret Agency is registered with the Data Protection Act and is bound by it's guidelines and regulations.

Fylde Coast Cabaret Agency

Paul Douglas & Lynda Baillie
Fylde Coast Cabaret Agency
P.O. BOX 555
Preston, Lancs.
PR4 1WH
Tel. 01772 635555
info@fyldecoastcabaret.com
www.fyldecoastcabaret.com

Please complete and return this page

Stagename _____

Description of Act _____

Surname _____

First name _____

Address _____

Postcode _____

Telephone Number _____

Mobile Number _____

Email Address _____

*I do / do not give permission for my photo to be used as publicity, including use on website(s)
(Please delete as appropriate)*

I have read, understood and accepted Fylde Coast Cabaret Agency's Terms & Conditions of Business:

Signed _____

Date _____