



# Fylde Coast Cabaret Agency

booking the best in entertainment since 1988

P.O. BOX 555,  
Preston, PR4 1WH  
Tel. 01772 635555  
info@fyldecoastcabaret.com  
www.fyldecoastcabaret.com

13 April 2020

Dear Artiste,

***Welcome to Fylde Coast Cabaret Agency!***

In line with regulations concerning Employment Agencies and Businesses, we are required to obtain your 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 4 and return it by email or post.**

Best wishes,

*A. Baillie*



# Fylde Coast Cabaret Agency

booking the best in entertainment since 1988

P.O. BOX 555,  
Preston, 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" or "Management"

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 2<sup>nd</sup> 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 bank transfer or cheque on completion of the performance.

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 bank transfer to s/c 050674, acc 71809676 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) Any Artiste's failure to pay commission will result in Court action and the Artiste concerned will be responsible for all costs incurred by this process.



# Fylde Coast Cabaret Agency

booking the best in entertainment since 1988

P.O. BOX 555,  
Preston, PR4 1WH  
Tel. 01772 635555  
info@fyldecoastcabaret.com  
www.fyldecoastcabaret.com

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.**

## Additional Information.

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

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 liability insurance, with at least £5million cover.

Artistes should dress appropriately in all venues - no jeans, trainers etc.

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



# Fylde Coast Cabaret Agency

booking the best in entertainment since 1988

P.O. BOX 555,  
Preston, PR4 1WH  
Tel. 01772 635555  
info@fyldecoastcabaret.com  
www.fyldecoastcabaret.com

**Please complete and return this page**

Stage name -----

Surname -----

First name -----

Address -----

Postcode -----

Tel. Number -----

Mobile Number -----

Email Address -----

Bank details    sort code \_\_\_\_/\_\_\_\_/\_\_\_\_    account number -----

name on account -----

Brief description of act (*experience, genres & styles covered, particular talents. - Please use phrases that we may quote on publicity literature and websites*)

-----  
-----  
-----  
-----  
-----  
-----  
-----  
-----

*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 -----