

## **Terms & conditions of bookings:**

These are the Terms and Conditions that apply to all bookings made between Sarah-Jane and a client.

- (1) **PAYMENT** Payment can be made by cash or cheque on the day or electronic bank transfer within 30 days after the performance. Cheque can be made payable to – MRS SARAH PAUL, deposits are not required
- (2) **CANCELLATIONS** Artists are to be given notice asap if an event is cancelled or they are no longer required. Fees to be incurred due to cancellation
  - Within 48hrs = 100%
  - Within 3-7 days = 75%
  - Within 7-14 days = 50%
    - Any provisional fees already incurred by the artist will be billed to the sponsor (accommodation, travel costs) this is regardless of how much notice is given.
- (3) **EVENT PROMOTION** When publicising the event the artist is to be advertised via the stage name of “MISS SARAH-JANE” and is not in any circumstance to be referred to on any promotional material as anything else. The artist can send a file containing a variety of approved images by the artist, if more photos are required then contact the artist with your request. Do not under any circumstance use images that have been sourced elsewhere as the quality may not be the best and the artist may reject the image. A copy of promotional material should be sent to the artist to enable her to assist advertising the event via her social media links.
- (4) **REPERTOIRE AND REQUESTS** A copy of the artist’s most up-to-date repertoire can be requested. The artist is happy for the client to select a few songs from the repertoire and will endeavour to include these selections wherever possible, but reserves the right to make the final song choices for a performance. Requests for songs not in the artist’s repertoire will be accommodated subject to their suitability and the availability of an appropriate backing track. An additional fee of £10 is payable for such requests.
- (5) **PERFORMANCE TIMES** Are agreed at the time of booking, if upon arrival at the event these times are altered then the artist will bill the event for the extra fees incurred.
- (6) **SET-UP OF EQUIPMENT** The artist will arrive at the venue at the Set-up Time agreed with the client to set-up and sound-check her equipment. A full hour must be allowed for the set-up and during this period the artist will need unrestricted access to the area where she is to perform. All equipment will have been set-up and sound-checked ready to begin at the Start Time. An earlier set-up can be arranged subject to a waiting fee of £20 per hour (or part thereof).
- (7) **FOOD & BEVERAGES** The artist is to be provided with a meal suitable to the time of day as well as drinks throughout the time spent at the venue.
- (8) **BREAKDOWN OF EQUIPMENT** Breakdown of equipment will begin immediately once the artist has completed her performance and takes approximately thirty-minutes. This can often disrupt an event however it is the artists right to be able to take multiple bookings on post an event unless a later breakdown is arranged subject to a waiting fee of £20 per hour (or part thereof) which holds the artist until the end of the event.
- (9) **TRAVEL EXPENSES** The first 30-miles of the total mileage from LN10 6YY to the venue where the performance is booked to take place are included in the artist’s standard fees. Additional mileage is charged at 45 pence-per-mile and rounded up to the nearest £5. Parking expenses and congestion charges may be payable for some locations. All additional expenses are included in the Total Fee stated on your contract.
- (10) **OTHER ENTERTAINMENT, MUSIC & SPEECHES.** The artist will provide and play appropriate background music during any scheduled intervals in her performance. The usage of the artists own equipment for speeches or by other artists must be discussed prior to the event, it must not be presumed that the artists audio equipment is for the clients own usage – if agreed for usage then an additional charge will be incurred