

metropolis

Metropolis Productions Ltd
Registered in England and Wales No. 7691310
The Counting House, High Street, Tring, Herts, HP23 5TE

BOOKING CONTRACT

1. Client Details

Booking Date	
Client	
Address	
Telephone	
Email	

2. Event Details

Band Details	
Event	
Venue	
Date	

3. Event Schedule / Specification

Arrival Time	1600	
Set Up By	1900	T&C no. 3
Performance Time	2 Hours (2 x 1 hour sets)	T&C no. 2
Set 1	2100 - 2200	
Set 2	2230 - 2330	
Latest Finish Time	0000 (Time the band is booked to)	T&C no. 3
De-rig Time	2330 (Time the band packs up)	
Event Finish Time	0000 (Time the whole event finishes)	
Stage Area	6m x 4m	T&C no. 7
Access	No access issues reported	T&C no. 7
Refreshment	Hot meal and refreshments	T&C no. 6

4. Fees

	Fee	Date Due By
Deposit (non refundable)	£	
Balance	£	(Two weeks before event)
Total	£	

All fees subject to VAT

4a. Late Finish

Late finish fee per half hour	£
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5. Terms and Conditions

1. This Booking Contract is an agreement made between the Client and Metropolis Productions Ltd, to perform at the event detailed above.
2. Performance in addition to that specified in section 4 above shall be subject to fees and conditions to be agreed between both the Client and Metropolis.
3.
 - i. The room needs to be empty of guests for a full volume sound check for at least 20-30 minutes at the agreed time. The client must be aware noise may 'spill' in to adjacent rooms.
 - ii. The client is required to inform Metropolis of any changes of itinerary before the event, which are relevant to the band. This is essential regarding set up time and sound check. If any times are weather dependent Metropolis must also be informed of this in advance.
 - iii. The 'latest finish time' is the time Metropolis is booked to should the event run late. The PA is normally available for 15-20 minutes once the band has finished for CD music. After this Metropolis cannot be held responsible for a lack of music and alternative provisions must be made.
 - iv. If event runs late and Metropolis is asked to perform beyond the 'latest finish time' in section 3, fees will charged at the rate specified in section 4a per half hour or part thereof, unless agreed prior to the event or on the day of the event.
4.
 - i. The band's Equipment is not available for use by any other performers or persons except by specific permission in advance of the event.
 - ii. Once set, under no circumstances may the equipment be altered or moved unless it is under the supervision of a member of the band.
 - iii. Metropolis will not incorporate any third party into their act at the client's request except by prior agreement; in this case the client assumes full responsibility for any damage caused.
5. A comfortable, secure dressing room / changing area will be provided with in reasonable distance of the stage with heat, light, electricity and furniture for the use of the band. In the case of public venues this must be lockable. Public toilets are not suitable.
6.
 - i. A hot substantial meal or buffet (including a vegetarian option) will be provided for the musicians and crew before the band starts. This should either be hotel crew catering, restaurant food or a meal of the same standard as the guests.
 - ii. The client agrees to provide a suitable and civilised dining area.
 - iii. A selection of mineral water and soft drinks appropriate to the size of the band will available to the band for the whole duration of the event.
7. It is the responsibility of the Client to:
 - i. Ensure there is a safe supply of electricity. Power requirements – min 4 * 13a sockets.
 - ii. Provide a covered performance / stage area which is on a dry, flat and solid surface with access to loading/unloading facilities. The stage area must be the dimensions specified.
 - iii. The full performance / Stage area must be available for the complete duration of the event.
 - iv. Consultation with the venue must take place before the event to ensure that the performance area is adequate.
 - v. Advise of any sound restrictions or anything which may affect the bands performance or access.
 - vi. Provide or pay for adequate parking facilities and congestion charge (if applicable)
 - vii. Metropolis must be advised of the load in / access at the time of booking especially if there are stairs, rough terrain or any considerable distances involved. If the client is unable to advise on this at the time of booking and it becomes evident there are access issues, additional crew may need to be booked and subsequently charged for.
8. The Client recognizes the Musician's Union as the sole representative organization for musicians.
9. This Agreement may not be modified or cancelled except by mutual consent, in writing and signed by both parties.
10. Cancellation: In the event of the cancellation of this contract by the client, the following scale of fees will apply:
 - a) Cancellation by the 'client' after 7 days of confirmation and up to 90 days from the event will result in loss of deposit and 25% of the remaining balance will be payable by the 'client' to the 'artist' within 14 days.
 - b) Cancellation by the 'client' within 90 days and up to 61 days of the event will result in loss of deposit and 50% of the remaining balance will be payable by the 'client' to the 'artist' within 14 days.
 - c) Cancellation by the 'client' within 60 days and up to 31 days of the event will result in loss of deposit and 75% of the remaining balance will be payable by the 'client' to the 'artist' within 14 days.
 - d) Cancellation by the 'client' within 30 days of the event will result in loss of deposit and 100% of the remaining balance will be payable by the 'client' to 'artist'.
 - ii. Cancellation must be made in writing. Email is acceptable but must be acknowledged by Metropolis to confirm receipt.
11. Metropolis reserves the right to change the line up at any time.

5b. Special Clauses

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6. Signatures

For ease of use Metropolis use web based signature service Adobe Echo Sign. This provides a legally binding contract that can be signed instantly over the Internet.

The UK has adopted and implemented certain provisions of the EU’s Electronic Commerce Directive in the Electronic Communications Act 2000, which makes e-signatures legally admissible in the UK. For further information please visit www.echosign.co.uk.

Signed Client	Signed Metropolis Productions Ltd
Address	Address	Metropolis Productions Ltd The Counting House High Street Tring Herts HP23 5TE
Date		