Issued 19-Sep-19

**Contract No. \*\*\*\*\*\*\*\*\*\*\*\***

Bookings 1

Bookers name & address in here

**CONTRACT OF SERVICES**

**Booking Details**

**DATE OFBOOKING:-**Sunday, 06 October 2019

**VENUE:-**

**ARRIVE BY:-**1**.**00PM **START TIME:-**2**.**00PM **FINISH TIME:-**4.00PM

FEE AGREED £00.00

Birthday Child / Children:

No. of children at the party:

**SERVICES BOOKED**

*What the client has booked goes in here along with any birthday kids names & ages.*

*Any special requests such as songs to be played, balloon model for the birthday child or particular face paint etc.*

**For \*\*\*\*\*\*\*\*\*\*\*\*\*\*\* Entertainment Reference**

**TOTAL FEE AGREED:- £000.00**

**REQUIRED BOOKING FEE:- £00.00**

**BALANCE OF:- £000.00**

**FEES AND PAYMENT OPTIONS**

**TOTAL FEE AGREED:- £000.00**

**REQUIRED BOOKING FEE:- £00.00**

**BALANCE OF:- £000.00**

**Booking Fee (if required)**

Payment of the booking fee (agreed at the time of booking) is required when signing and returning a copy of this contract. This will book your entertainment services in on the date/s and time/s requested.

YOUR BOOKING IS NOT CONFIRMED UNTILL WE HAVE RECEIVED YOUR BOOKING FEE.

Please note that the booking fee is non-returnable in the event of cancellation.

**Balance**

The balance can be paid in the following ways:

By Cheque.

- Unfortunately we can only accept cheques from other businesses and or organisations. Personal cheques cannot be accepted.

BACS

- For private events BACS payments for any Booking Fee must be made within five days of receipt of this contract with the remaining BALANCE paid in FULL at least SEVEN working days BEFORE your event. Working days are classed as follows - Mon – Fri not including Bank Holidays

- Bookings undertaken for Businesses, Organisations, Educational or Council run events, BACS payments must be made within 30 days of the event date, unless agreed at the time of booking. The details of which will be on the Additional Contract Notes page of this contract

If paying by BACS please use your Contract No. highlighted in yellow in the top left box on the first page,as the reference code, so we know that it is your payment. You will need the following details:

**BANK:**

**ACCOUNT NAME:**

**SORT CODE:**

**ACCOUNT NO.:**

**CASH**

- Any remaining outstanding balance should be paid in full to your entertainer on arrival at the venue. Failure to pay on arrival may delay the start of your entertainment. To avoid any under / overpayment your entertainer will require to count any cash in your presence. This is intended as a safeguard for all parties.

A receipt for payment will be given to you either at your event, or after full payment has been made whichever is soonest.

**What to do Next**

Read through this contract carefully including any additional notes on the Additional Contract Notes page and also our standard Terms & Conditions. If you do not understand anything please do give us a call.

If you’re happy with everything you can do one of the following:

Digitally Sign and return a copy of this contract to us at: \*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*.COM remember to print out a copy for your records.

Send any Booking Fee payment via BACS using your contract No. as the payment reference.

Your contract No. is highlighted in yellow in the top right box on the first page of your this contract.

OR

Please print out two copies of this contract. Sign and date one copy and return to ............................................., to the address at the top of the first page of this contract, and keep the other for your records

If you are paying by BACS please be sure to have put your contract No. as your payment reference.

Now, Just sign and date below and return

We Sign………………………………………………. Print Name …………………………………Date ……………………….

You Sign………………………………………………. Print Name …………………………………Date ……………………….

PLEASE READ THE TERMS & CONDITIONS ON THE NEXT PAGE

=============== Terms& Conditions ==============

 By signing this document you are deemed to have read, understand and agree to the services provided and the followingTerms & Conditions:

1. The Booking Fee is payable at the same time as signing and returning this contract.
2. The full balance, via BACS, must be receivedat least 5 working days before the event, or by cash on arrival at the event. BACS will not be accepted on the day of the event. Failure to pay on arrival may result in your entertainment being delayed until full payment is made.
3. This contract reflecting terms and conditions as verbally agreed shall be deemed accepted when either:-

It is signed and returned within 5 days, or it is not exchanged within the 5 days and no written objection has been made within this period.

1. IF THE CONTRACT IS CANCELLED WITHIN 31 – 60 DAYS OF THE PERFORMANCE DATE 50% OF THE CONTRACT FEE WILL BE PAYABLE AND IF CANCELLED WITHIN 30 DAYS OR LESS OF THE PERFORMANCE 100% OF THE CONTRACT FEE WILL BE PAYABLE.
2. Cancelations must be made in writing to the address at the top of this contract. Notification of cancellation by phone, text or social media or by 3rd parties cannot be accepted. Any monies paid will be refunded with the exception of the booking fee.
3. It is the bookers / event organisers’ responsibility to ensure any and all appropriate licenses in relation to the booked performance are in place i.e. PPL and or PRS, so the Artiste may perform. (This is NOT required for children's birthday parties or private events.) The Artiste/s accepts no responsibility for the provision of said licenses~~.~~
4. Suitable cover or indoor facilities must be supplied in inclement weather.
5. Adequate dressing room facilities must be provided. (Not required for Birthday Parties)
6. A suitable performing area and an electrical supply meeting British Safety Standards must be provided.
7. Parking (Transit Van size) must be made available next to the venue.
8. For 2 hour birthday parties there will be a break for party food approximately halfway through.
9. The client is responsible for the safety and comfort of the children for the whole duration of the event and during the set up / performance / pack down
10. Should any person or persons approach the Artiste and or their crew with any concerns (including any action / actions taken by the Artist and or any of their crew) they will be either taken to or directed to either:

- The Booker, if available
- Or a member of staff of the business or organisation that has booked the Artist, where they can act upon any information received as detailed in their own company or organisations polices

15 Should any incidents occur, the Artist and or any crew will cooperate fully with any procedures as required by law.

16 At least TWO responsible adults over the age of 18 years, or the required staff to children ratio, whichever is the greater (NOT including the Entertainer) MUST be present AT ALL TIMES. The performance will cease should the required No. of adults not be present. This is for the comfort and safety of the children, the Entertainer and the client.

1. ................................ is not responsible for any no-fulfilment of contracts by Proprietors, Managers or Artistes, but every reasonable safeguard is assured.