

All bookings are confirmed in writing by way of the mutually signed contract between **Elite Productions Group Limited** (Company Registered in England & Wales No 11539473) and the client named on the Confirmation Contract & Pro Forma Invoice. This agreement is subject to the following terms and conditions:

1). The client is required to sign and return one copy of the Confirmation Contract & Pro Forma Invoice to Elite Productions Group Limited within seven days together with deposit (if requested). In the event of this agreement being made by a company, the person signing the contract agreement must be authorised to do so on behalf of the company and accepts the terms and conditioned.

Failure to return the signed contract agreement within seven days may result in a provisional booking being cancelled without notice and the date rebooked by another client.

2). The client is requested to check all details including date, venue, arrival and performance times, etc are correct. Please advise Elite Productions Group Limited immediately if anything is incorrect.

3). A suitable-sized performing area (ideally six meters x three meters) is required together with electrical supply (minimum of four x independent 13 amp sockets) that meets or exceeding British Standards. Please ensure the performing area is clear and free from any obstructions upon arrival to ensure PA system and lighting, etc can be set-up as quickly and as smoothly as possible.

4). Unless stated otherwise, shows are fully self-contained including PA system, stage lighting, etc. Please advise in advance of any known restrictions the venue may have regarding volume levels (sound limiters) and optional stage haze (smoke alarms). If applicable, organisers of outdoor events must provide a performing area that is both safe and offers protection from changeable weather conditions. Please contact us direct should you require any additional information.

5). Sound-checks are necessary and usually take place 60-90 minutes after arrival time. Please ensure these times are suitable and do not coincide or clash with other events.

6). Stage clothing and costume changes usually form part of the show. Suitable and secure dressing room facilities as close to the stage as possible are required. Please note toilets are not acceptable.

7). The client is responsible for providing adequate supervision and security at all times. In the event of threatening or unruly behaviour from any individual then Elite Productions Group Limited is entitled to cease the performance and still be paid in full. Likewise, the client is responsible for any damage to equipment (accidental or otherwise) caused by any individual not associated with Elite Productions Group Limited.

8). Unless stated otherwise, full or balance payment is payable on the engagement date. Payment by cheque (cheque payable to Elite Productions Group Limited), bank transfer (company account details on request) or cash. Elite Productions Group Limited will issue and forward VAT invoice for your records no later than seven days after the engagement date.

9). Please note Elite Productions Group Limited works with a team of experienced and fully-qualified stage performers. As such, individual cast members may differ from one show to another and any advertising material.

10). Elite Productions Group Limited begins to incur costs as soon as a date is confirmed. Should this contract agreement need to be cancelled by the client for whatever reason(s) then the following cancellation fees will apply to cover our financial losses as well as costs re-advertising date availability, etc:

- Cancellation received more than 56 days before the performance date: 25% of fee
- Cancellation 29 - 56 days before the performance date: 50% of fee
- Cancellation within 28 days of the performance date: 100% of fee

Please note cancellations are only effective from date when received in writing by Elite Productions Group Limited (this is to safe guard ourselves) and a deduction covering all reasonable travel expenses will be applied before determining the applicable cancellation fee. An invoice for the applicable cancellation fee will be issued upon receipt of written notice of cancellation. Payment of invoice is due within fourteen (14) days of invoice date.

11). Although highly unlikely, Elite Productions Group Limited is unable to accept any claims for financial loss (or similar) in the event of Elite Productions Group Limited being unable to fulfil an engagement due to vehicle mechanical breakdown, road traffic delays, illness or similar. In the case of mechanical breakdown or illness Elite Productions Group Limited agrees to provide (on request) documented evidence to support such events.

Please note Elite Productions Group Limited has full vehicle breakdown cover which included replacement vehicle if necessary. Likewise, the company has access to deputy vocalists who can usually assist at short notice.

12). This contract agreement and the conditions of booking as detailed above shall be governed by English law and are subject to the exclusive jurisdiction of the courts of England.