



BOOKING FORM

Please fill in to the best of your knowledge.

CLIENT DETAILS	
Name (For invoice)	
Address (For invoice)	
Telephone	
Email	

EVENT DETAILS	
Date(s) of Event	
Band(s) <small>(i.e. LDN Showband)</small>	
Venue Address	
Band Set Up Time <small>(Arrival around 5/6pm for a 90 min set up)</small>	
Sound Check Window <small>(Larger bands need -20 mins to make noise to ensure that the sound is perfect)</small>	

Performance Times	
Band Size (i.e. 12 piece)	
Add ons (i.e. DJ, reception duo)	
PA/Lights (Standard package/premium hire?)	
Accomodation (Required if further than 2.5 hours from London)	
Parking Details (is it free? Where is it?)	
Load-in information (May we park a car next to venue for loading? Do we need to use stairs to access function or is there a lift?)	
First dance (if applicable)	
Green Room (Is there a chill out room at venue/space to change and store items?)	

I understand that the band requires hot meals and soft drinks provided for them by client at the event

I understand that should band be required by client to set up earlier than agreed, there will be an extra cost of £15 per musician per hour.....

INTERNATIONAL EVENTS	
Instrument Hire (Client to provide)	
Flights + Transfers (When will band need to travel/arrive in country and at venue?)	
Food (When will performers be able to be fed by suppliers? All other meals will be charged as a per diem as part of total fee)	
Baggage (What baggage will be necessary for the band to fly in)	
VISAs (What VISAs will be required for musicians to perform?)	

PAYMENT	
Deposit	
Balancing Payment	
Total Fee (+ VAT)	
Total Fee (inc VAT)	

T&Cs

Early set-ups / late finishes

For evening events (performances scheduled to begin at 7.30pm or later) the 'artist' will arrive at the venue at any time requested by the client, provided this is no earlier than 5pm. The 'Artist' will take up to 90 minutes to prepare for the performance and this time will be used to set-up equipment, sound check (if necessary) and change into performance outfits. If the Artist is required to arrive at the venue earlier than 5pm, possibly due to venue limitations or logistical issues, this may be negotiated, and extra fees will apply (£15 per person per hour)

For all other events (morning, afternoon and late evening events scheduled to begin prior to 7.30pm) the artist will arrive on-site up to 90 minutes before the scheduled start time. This time will be used to set-up equipment, sound check (if necessary) and change into performance outfits. If the 'artist' is required to arrive at the venue earlier than 90 minutes prior to the start of their performance, possibly due to venue limitations or logistical issues, this may be negotiated with artist and extra fees may apply. For evening events (performances scheduled to begin at 7.30pm or later) the 'artist' must finish their performance by midnight. Later finishes may be negotiated with artist and agreed on the booking form. Extra fees will apply.

Standard artist requirements:

Power: It is the responsibility of the 'client' to ensure that a safe source of power is provided for the 'artist', should the 'artist' require power, and that all local authority regulations are adhered to. Further information regarding power requirements specific to each artist will be detailed on the artist booking contract.

Venue constraints: It is the responsibility of the 'client' to ensure that the performance venue will provide a safe performance area, and to ensure that the venue is happy to accommodate the performance of such live music, including any live music licenses. Other considerations, such as noise limitations, should be mutually agreed between artist and the 'client' prior to booking. Please let us know if there is a 'decibel limiter' at the venue as these can cut the power in the venue if the band plays too loud which is dangerous to the equipment.

Performance Area: It is the responsibility of the 'client' to ensure that a suitable performance area is provided. From the point of view of the performance and the overall look, this should ideally be a raised stage to distinguish the staging area from the dancing/seating area. However, the 'artist' can perform without raised staging if necessary. Performance space requirements specific to each artist will be detailed on the artist- booking contract.

Dep Performers:

The artist does not guarantee the presence of any specific personnel for the engagement, though artists specifically requested by the client will be prioritised based upon their availability on the date of the event.

A 'dep' performer will mean a person or persons who stand in for one or more of the 'artists' standard group of performers should they be unable to perform due to prior commitments or illness. The 'artist' agrees that any 'dep' performers used will be of the same standard and professional competence as the performer who is to be replaced, and that the 'dep' will have a good knowledge of the 'artists' repertoire, and represent the 'artist' to the same high standard expected by the 'client'.

Covid 19:

LDN Entertainment Limited recognises the unique challenges posed by the pandemic. Please see below our covid clause that will be enclosed in the booking agreement.

If the Client requires to postpone their event due to a global pandemic, the Client may seek to rearrange their event, under the following terms:

Clause 9.1 SCENARIO A.

If the Client wishes to reschedule their event under either or both of the following Circumstances, then the following terms apply:

1. The event is due to take place during a Government announced national lockdown, or within 30 days of it's specified end date.
- Or,
2. The event cannot legally proceed on the date of the Event specified in the Booking Contract because of government restrictions.

Terms

- Client may request a postponement of their event. They should liaise with the Artist before finalising their other suppliers, to ensure the Artist has the provision to perform on the postponed date.
 - If a new date is agreed, the performance may be postponed free of charge, provided that the only change required to the contract is the date of the event. Venue changes may incur a small surcharge, based on proximity of the new Venue to the Artist.
 - If Client wishes to cancel their event, 60% of the deposit will be refunded to Client. The remaining 40% will be retained by Artist, to cover work already carried out.
 - If the Artist is unable to commit to the new date, then Client will be able to put their full deposit towards any other act within LDN Entertainment Ltd. If no act within LDN Entertainment Ltd. is available on the postponed date, then 50% of the deposit will be refunded to the client.
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Clause 9.2 SCENARIO B.

If the Client wishes to reschedule their event under either or both of the following Circumstances, then the following terms apply:

1. The original date is not encompassed by any Government-announced lockdowns specifically prohibiting the event from taking place or restricting numbers to less than 50 guests.
And,
2. The Client feels that their event may not be able to proceed as planned

Terms

- Client may request a postponement of their event. They should liaise with the Artist before finalising their other suppliers, to ensure they have the provision to perform at the postponed date.
- If a date is agreed, the performance may be postponed for a fee of £40 + VAT per performer, provided that the only change required to the contract is the date of the event. The fee helps to cover musicians who may be hindered in finding new work on the original date of the event, as a result of holding the date in the Booking Contract. The Deposit will be carried over to the new date. Venue changes may incur a small surcharge, based on proximity to the Artist.
- If the Client wishes to cancel their event, then the full Deposit will be retained by the Artist. And a 20% cancellation fee will apply.
- If the Client wishes to postpone their event, but only offers one date option to the Artist a further 20% cancellation fee will apply in the event that no LDN Entertainment act is able to perform on the new date.
- If the Artist is unable to commit to any of the new dates suggested, then Client will be able to put their full deposit towards any other act within LDN Entertainment Ltd. If no act within LDN Entertainment Ltd. is available on the finalised postponed date, then the deposit will be retained by the Artist.

Clause 9.3 Significant changes of circumstance.

If Client has cancelled under the terms of Scenario B) and therefore settled any due fees to Artist, but Scenario A) eventually applies on the original date of event, the Client may be refunded all cancellation fees and 50% of the Deposit within 7 days of the scheduled date's occurrence.

Clause 9.4 Reducing the band size.

If Client wishes to retain the booked date, but scale down the size of their band, due to government numerical restrictions, this may be done by way of negotiation with the Artist. The deposit will contribute towards the costs of the smaller band, and the fee will be reduced by £140 + VAT per band member, depending on the number of band members who will no longer be needed. (Some money will be retained for band members' cancellation fees).
