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Tower Top Entertainments

19 Totnes Close,

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Tel: 07870 527 872

Email:towertop@outlook.com

www.towertopents.co.uk

A big warm welcome to Tower Top Entertainments!

We are based on the Fylde Coast and work with many venues in and around the North West area to provide them with a variety of top class performers. We are very lucky to have gained over 25 years of experience in the entertainment industry which means we have an extensive knowledge of the business.

If you are interested in joining us, then please take time to look through our terms and conditions, complete the attached registration form and email it together with a recent date sheet and audio clip (MP3) and photo to [towertopentertainments@outlook.com](mailto:towertopentertainments@outlook.com)

We look forward to hearing from you soon!

Claire

Tower Top Entertainments

**Terms and Conditions (Revised April 2015)**

1. Tower Top Entertainment operates as an Employment Agency, with a core purpose of liaising between artistes, other entertainment agencies and venues to book entertainment acts.

2. All confirmations of bookings/invoices will be sent to the artistes registered email address, unless the agent is otherwise informed.

3. Artistes will receive a written confirmation of any booking made on their behalf. The Artiste then has seven days from the confirmation date in which to cancel any bookings made on their behalf.

4.Confirmations will clearly state the artistes confirmed fee and the agents commission fee, which in most cases will be 10% of the artistes total booking fee. It will also state how the artiste will receive payment and how the agent’s fee will be collected.

5. Agents fees (usually 10%) are payable by the artiste, to the agent, for the service of locating and securing bookings for the act. If bookings are made through more than one agency then total fees charged to the Artiste may be charged at 15%.

6. In the case of an invoice for agent’s fees, artistes must ensure invoices are paid no later than 7 days from receipt to avoid further charges. Payments should be made either by cheque to Tower Top Entertainments or by direct transfer our bank account. If regular reminders for late payment are necessary any future bookings secured for the Artiste may be charged at 15% and further bookings secured through this agency may be affected.

7. Artistes must always arrive at the venue at the specified time on the confirmation. If for any reason Artistes are not on time they MUST always contact the venue to inform them that they will arrive late, along with the reason for this.

8.All artistes must have their own public liability insurance and are solely responsible for ensuring any equipment they take to use in venues complies with relevant regulations and has been PAT tested to ensure it is safe to use.

9. Any further re-bookings between the artiste and venue or bookings at other venues that arise from a booking made for the artiste by us, within a period of 12 months must only be booked through this agency.

10. Any performance fees collected on behalf of the artiste by the agent will be forwarded within 3 days of the payment clearing.

11. Any cancellations of bookings due to illness etc. MUST be made verbally, by telephoning 07870 527 872 and speaking directly to us. Answer phone messages, texts or emails will not be classed as speaking directly to us. If you cannot get through to someone directly, please leave a message requesting us to contact you and we will do this as soon as we pick the message up.

Tower Top Entertainments Artiste Registration Form

Artiste Stage Name:

Type of Act:

Music Type/Style:

Legal Surname:

Legal First Name:

DOB:

Home Address:

Postcode:

Telephone Number:

Mobile Number:

Email Address:

Website:

Do you have your own PAT Tested PA equipment?

PAT Test expiry date:

Do you have personal public liability insurance?

Public Liability Insurance expiry date:

Would you like your photo/details to be used for publicity and marketing purposes, including posters/flyers and website(s)?

I have read and understood the terms and conditions of Tower Top Entertainments and agree to comply with these conditions of business.

Full Name:

Signed:

Date: