

## **Terms and Conditions**

The Agency acts as an Employment Agency providing a work-seeking service under the following Terms and Conditions.

### **TV and Films**

All bookings will be paid in accordance with the relevant agreement, either BBC/Equity, ITV/Equity, PACT/Equity or FAA/PACT agreement. Summaries of these agreements can be found on our website. Printed copies can be supplied on application.

### **Commercials:**

All commercials will be based on a 10-hour day and overtime will be paid at a fifth of the daily rate per hour, unless otherwise agreed. Night work (2200 to 0800) will be charged at one and a half times the daily rate. Any featured artistes will be entitled to repeat fees or a usage fee dependent on the number of TVR's.

### **Pop promos:**

All pop promos will be for a 10-hour day and overtime will be paid at a fifth of the daily rate per hour, unless otherwise agreed. Night work (2200 to 0800) will be charged at one and a half times the daily rate.

### **Corporate Videos:**

All corporate videos will be for a 10-hour day and overtime will be paid at a fifth of the daily rate per hour, unless otherwise agreed. Night work (2200 to 0800) will be charged at one and a half the daily rate.

### **Advertising Photography:**

Separate rates will be by negotiation on an hourly, half-day or full day rate together with an appropriate rate for usage.

### **Cancellations:**

In the event that any bookings are cancelled then fees for such will be charged in accordance with the appropriate union agreements where they apply. In the case of Commercials, Pop promos, Corporate Videos and Photography cancellation occurring at or after 17-30 on the day prior, 50% of the arranged fee will be payable.

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### **National Insurance contributions:**

NI contributions are the responsibility of the Production Company (the employer) and not The Agency.

We can include your NI contributions on our invoice and act as a collection service and pass them on to HMRC at no charge. However should you wish, you can pay NI contributions yourself to HMRC. Artistes are employed by the producer and not by the Agency.

### **Upgrades:**

Artistes may be booked in a particular category and in the course of filming may be used to make a higher grade of contribution. In such cases, nothing shall preclude the Artiste's right to be upgraded. All negotiations should be via the Agency.

### **Health and Safety:**

All Health and Safety legislation and standards must be observed and adhered to by employers.

### **Travel:**

Travel days will be charged at a minimum of half the daily rate, unless otherwise agreed. All travel expenses, subsistence and accommodation (where applicable); will be paid by the production company.

### **Payments:**

All payments must be made to Ray Knight Casting Ltd. client account upon receipt of invoice. Direct payments to the Artiste must be notified to the Agency immediately. The Agency has obtained the consent of all Artistes to enter into contracts and accept payments on their behalf.