

Bectu Live Events Network

Get It In Writing Guidance

The document on the following pages is guidance designed to help live event workers establish their own terms and conditions for their work. It is based on common booking conditions that most freelancers in Live Events follow. Your terms and conditions however are personal to you. You may find that this document suits your needs with only minor adjustments, or you may need to make significant edits to reflect your specific requirements. Additionally, you might choose to create different versions tailored to different clients.

This is guidance only to get the T&Cs of your engagement in writing, something that does not happen as often as it should. This list is not exhaustive but contains the areas where we have seen the most need for clarity.

Many Bectu members have reached out to us regarding holiday pay entitlement. Your eligibility depends on your employment status. For more information, [click here](#).

Historically, the live events industry has lacked standardised booking conditions and contracts, often leaving workers vulnerable to unfair treatment and job insecurity. Establishing clear terms and conditions protects you in situations such as late cancellations, delayed payments, or non-payments. It also ensures that your clients understand and accept your expectations and boundaries from the outset.

To ensure your terms and conditions are legally recognised, you must obtain proof of agreement from your client. We recommend requesting a written confirmation via email stating that they accept your terms. This can provide crucial legal protection if any disputes arise.

We strongly encourage all workers to adopt and normalise this guidance to help create a fairer, safer, and more stable working environment for everyone in the industry.

Best regards,

The Bectu Live Events Network Committee

Booking Confirmation for services of [insert name/company].

Dear [Client's Name],

Thank you for booking my services. I'm excited to work with you and have outlined the agreed terms below for your records.

1. Engagement Details

- **Role:** [Insert job title]
- **Daily Rate:** £[Insert sum]
 - A "day" is defined as up to [10/12] hours from the agreed shift start time.

2. Overtime Rates

- **50% of the daily rate** for shifts between [10-15/12-18] hours from the start time.
- **100% of the daily rate** for shifts exceeding [15-20/18-20] hours from the start time.

3. Additional Costs

- **Breaks:** Paid and included in the daily rate.
- **Travel and Parking:** Invoiced at cost, with mileage charged at 45p per mile (HMRC allowable rate).

4. Subsistence

- Invoiced at cost
- Substantial meals will be provided at appropriate meal times, with evening meals including a hot food option.
- All food will be served in designated areas away from operating equipment.
- In the event that food is not available, a one-hour break will be scheduled to allow for personal meal arrangements.
- Receipts for any expenses incurred will be provided and included in the invoice.

5. Payment Terms

- Invoices are payable in full within 30 days of submission.
- Unless agreed prior to booking, statutory interest will be applied after 30 days of non-payment.
- This rate [does/does not] include consolidated holiday pay, sick pay, or tax.

6. Future Engagements

This agreement will remain valid for any future engagements unless changes are agreed upon in writing.

7. Changes to Booked Hours

If the agreed hours are reduced during the engagement, the full amount as per this agreement will still be payable.

8. Cancellation Policy

- **Within 1 week of the start date:** 50% of the full booked fee.
- **Within 72 hours of the start date:** 75% of the full booked fee.
- **Within 24 hours of the start date:** 100% of the full booked fee.

9. Substitution

If I am unable to fulfil the booking personally, I will make every effort to provide a substitute of equivalent skill and experience.

[If applicable] 10. Equipment/Kit Supply

I have agreed to supply the following: [Describe kit/equipment/consumables].

- **Fee for supply:** £[Insert sum] per [day/week], in addition to the labour rate outlined above.

11. Workplace Compliance

You agree to provide a workplace environment that complies with the [UK Health and Safety at Work Regulations 1999](#). All tools and equipment provided onsite will be maintained in accordance with the [Provision and Use of Work Equipment Regulations 1998](#).

If you have any questions or need further clarification, please don't hesitate to contact me. I look forward to working with you and delivering excellent service.

Best regards,

[Your Full Name]

[Your Contact Information]

DRAFT