

Booking Confirmation Checklist

This is a checklist of key details which should be included in a booking confirmation agreement. It is not exhaustive. It is not a substitute for legal advice. Every engagement is different in some way. Almost all deals can be improved by professional analysis and negotiation. You should get competent and specialised legal advice on the subject matter and terms of any agreement before you sign anything. However, this checklist sets out the details and issues you should be on the look-out for.

1 Artist(s) details

- a. Name(s)
- b. ABN(s) and account number
- c. Address
- d. Contact person and number

2 Employer's details

- a. Name
- b. ABN
- c. Address

3 Performance details

- a. Venue details (Name, room name, address, capacity, contact person (different for stage and lighting?), number, sound or time restrictions):
 - i. Stage requirements (including equipment)
 - ii. Power requirements
 - iii. Transport arrangements
- b. Date(s)
- c. Times:
 - i. Equipment access
 - ii. Sound check
 - iii. Doors open
 - iv. Bump out
- d. Performance:
 - i. Number of sets
 - ii. Duration of each set
 - iii. Duration of breaks
 - iv. Covers
- e. Artist Rider (refreshments?)
- f. Order of billing

4 Fee (or basis of calculation)

- a. Deposit (timing of deposit payment)
- b. Payment method and time (e.g. "by cash immediately after each performance")
- c. GST included (artist registered for GST?)
- d. Cover charge (percentage to artist?)
- e. Minimum Ticket Sales?
- f. Sound Engineers
- g. Transport and Accommodation

5 Promotion arrangements

Who makes promo arrangements and pays?

6 Cancellation and termination

- a. Venue cancellation fee (timing)
- b. Artist no-show (Force majeure)

7 Liability

- a. Lost or stolen goods
- b. Injury
- c. Insurance

8 If working in NSW, is the booking agent licensed under NSW's entertainment industry act 1989?

For further information consult your local Industry Association, Arts Law, or a legal professional.