

NICK LEIGH  
 TAILORED ENTERTAINMENT  
 C6 PREMIER BUSINESS CENTRE  
 SPEEDFIELDS PARK  
 FAREHAM  
 PO14 1TY

## Supplier Booking Agreement

Terms & Conditions Overleaf

Dear Nick

Thank you for agreeing to work with Firebird Events Ltd. Please read & check all the details below including our **Terms & Conditions** overleaf. **Please sign, date and return BY EMAIL OR POST one copy of PAGE 1 & 2 (our terms and conditions)** at your earliest convenience. Please only take a copy of **PAGE 3 (Event Details)** with you to the event. Should you have any queries or require further information please do not hesitate to contact our office. In the meantime we look forward to a highly successful event.

**Our Ref:** AH 0 33172 56947  
**Telephone:** 01329 235546.  
**Fax:** nick@tailored-entertainment.co  
**Mobile:** 07920 855911 Nick  
**Additional Tel:** www.livekaraokeband.co.uk/

<b>Client Name:</b>	KONSTANZE VENTER	<b>On Behalf Of:</b>	HINES EUROPE LTD
<b>Company / Host(s):</b>	HINES EUROPE LTD		
<b>Event Date:</b>	Tuesday 26 April 2022	<b>Event:</b>	CORPORATE EVENT

### Services:

**4 PIECE LIVE KARAOKE BAND PLUS 1 X SOUND ENGINEER**

**SET UP TIME: 5.00PM**

**LOADING NOTES,:** ACCESS TO ROOM IS FROM BACK OF ROOM, VEHICLES DRIVE AROUND BACK OF CEDAR ROOM, (ONCE UNLOADED VEHICLES TO BE MOVED TO CAR PARK) REMOVAL OF EQUIPMENT AT THE END OF NIGHT IS VIA FRONT HOTEL

**SET BY TIME: 6.00PM**

**GUEST ARRIVE FOR PRE DINNER DRINKS: 6.00PM (IN BAR NEXT DOOR)**

**GUESTS DINNER: 7.30PM**

**OPERATION TIME: 9.30PM / 9.45PM – 12.00AM (2 X 1 HOUR SETS WITH AT LEAST A 15 MINUTE BREAK)**

**MUSIC NOTES: CLIENT LIKES 70S, 80S, 90S**

**ROOM NAME: CEDAR ROOM**

**SPACE REQUIRED: 5M WIDE X 3M DEEP**

**NOTES: BAND TO PROVIDE PRE MIXED BACKGROUND MUSIC OVER DINNER, AND POSSIBLY A MICROPHONE FOR SPEECHES**

**VENUE TO PROVIDE A NEARBY GREEN ROOM (LIKELY TO BE THE REDWOOD ROOM) WITH TABLES, CHAIRS, SOFT DRINKS, TEA, COFFEE FROM 5.00PM AND 5 HOT MEALS AT 7.00PM PROMPT (DIETARY REQUIREMENTS: NO SHELLFISH PLEASE)**

<b>Power Requested:</b>	N/A	<b>Space Requested:</b>	N/A	<b>Attendance:</b>	110
<b>Refreshments:</b>	SEE NOTES				

<b>Arrival Time:</b>	SEE ABOVE	<b>Set Up By:</b>	<b>Guest Arrival:</b>
<b>Performance Time From:</b>	To	<b>Time Notes:</b>	
<b>Set Up Dress:</b>	SMART	<b>Performance Dress:</b>	SMART

<b>Venue:</b>	THE GROVE	<b>Venue Room:</b>	SEE ABOVE
<b>Venue Address:</b>	CHANDLER'S CROSS, HERTFORDSHIRE, WD3 4TG		
<b>Venue Website:</b>	WWW.THEGROVE.CO.UK		
<b>Venue Tel:</b>	01923 807807	<b>Venue Contact:</b>	ELLIE MUDD
<b>Report To:</b>	CAROLIN MAYR 0771338 5692 OR KONSTANZE VENTER, 32 472560148 FROM HINES		

<b>Fee Payable:</b>	£2,200.00	Where Applicable Please Enter Your Ref. No: ( )	
<b>Travel Charges:</b>	£0.00		<b>PURCHASE ORDER MUST BE ON INVOICE.</b>
<b>NET Payable:</b>	£2,200.00	VAT Is Paid Where Applicable.	<b>Purchase Order No:</b> AH 56947
<b>Terms of Payment:</b>	ACCOUNT - 14 DAYS FROM EVENT DATE		

We always strive to exceed our customer's expectations, through our consistent attention to detail and unrivalled dedication to excellence. As part of our team, and in order to maintain that reputation, you will be obliged to work professionally and to your highest possible standards at all times. Thank you for working with Firebird Events Ltd and we look forward to receiving our client's comments.

I, the undersigned agree to adhere in full to the above and I will abide by the terms and conditions overleaf – DOC: 23422

Signature: \_\_\_\_\_  
*Andy Hobbs*

**Andy Hobbs** **Firebird Events Ltd**

**Date:** Wednesday 16 March 2022

Signature: \_\_\_\_\_  
*Amy Roberts*

**For The Supplier**

Date 18/03/2022

Registered Address:  
16 Bedford Avenue, Frimley Green  
Camberley, Surrey GU16 6HP  
Company Number: 401 9083  
VAT Registration: 727 530 829

**CHANGES & AGREEMENT**

Changes to this agreement must be negotiated through **Firebird Events Ltd** and confirmed in writing. These terms and conditions shall be deemed to form part of an agreement entered into between **Firebird Events Ltd** and the supplier.

**CANCELLATION**

**Firebird Events Ltd** reserves the right to cancel any booking, for any good reason, at any time, by giving no prior notice to the supplier. We will endeavour to recoup any financial loss incurred by the supplier. In event of a supplier cancelling, they will become liable for any additional expenses incurred by **Firebird Events Ltd** in the hiring of a replacement, including any additional fees charged by the replacement supplier(s).

**INSURANCE**

The supplier undertakes that his/her/their service will not be dangerous to any other persons. Suppliers may not undertake this agreement without their own current public liability insurance of at least £1 Million (up to £10 Million dependent upon the risk factors of services provided). The Supplier must ensure the current PLI certification is emailed to **Firebird Events Ltd**. Should a venue or client ever ask to see insurance certificates, and you do not have them present, please telephone our office, and the Firebird Events insurance policy will be faxed or e-mailed to the persons concerned.

**PERFORMANCE EXPECTATIONS**

Upon arrival at the venue, please report to the appropriate persons, listed overleaf. You should introduce yourself from **Firebird Events Ltd**, unless the agreement states that we are providing services to another agent or party planner. In this case you should introduce yourselves from this agent and not **Firebird Events Ltd**. This information should be clearly stated overleaf on your booking agreement, however if in doubt please call our office.

**PA, ELECTRICAL, STAGING & LIGHTING REQUIREMENTS**

All PA, electrical, staging and lighting requirements should have been ordered at the time of booking with the Client, however please check with **Firebird Events Ltd** that your requirements have been met.

**SUBSEQUENT BOOKINGS & DISCLOSURE**

Suppliers may not distribute their own material or wear their company's promotional clothing at any time. All subsequent bookings and enquiries are to be directed and negotiated exclusively through **Firebird Events Ltd**. You should be provided with **Firebird Events Ltd** business cards - please contact our office if you require additional promotional material. Please also note dress requirements below. You will not divulge, and must ensure that your employees, agents or sub-contractors, will not divulge, to any third party any information concerning your business or the business of any associated company. You must not, without our prior written consent, advertise, announce, or in any way indicate that you supply services to us. You must maintain anonymity with all parties during the performance of the agreement. You will not solicit any business during the performance of the agreement.

**PHOTOGRAPHS, SOCIAL MEDIA & SOLICITING FUTURE BUSINESS**

You will not take any photographs, video recordings or such visuals of any event, or part thereof, in which you are participating under the performance of this agreement, without our prior written consent. The property in any such visuals will rest in **Firebird Events Ltd**. You will not approach, directly or indirectly, the persons receiving the benefit of your services supplied under the agreement with us, with a view to soliciting future business of any kind, for a period of 24 months from the date of the most recent order for the supply of services hereunder. **Firebird Events Ltd** may use any photographs / media / marketing sent to them by the Supplier and any photographs / media / marketing available to them from the Supplier's website for the purposes of promoting the Supplier's services. For clarification, the Supplier must notify **Firebird Events Ltd** in writing immediately if there is any media available from their website or that has been sent to the company which cannot be used for promotional purposes. The Supplier is NOT permitted to mention / post on any social media platform, any event that they are working on / have worked on for **Firebird Events Ltd** unless specific permission has been granted in writing for that particular event. Any permission granted will only apply to that specific event.

**DRESS CODES**

Please note the clothing requirement overleaf. This is applicable to **ALL** suppliers and crew. For set-up **Firebird Events Ltd** clothing should be worn. If an event is for another agency or party planner, please wear a plain black T-shirt / sweatshirt. Where black tie has been requested this means black bow tie, white shirt, black trousers and black jacket for performers and **ALL** crew.

**PROFESSIONALISM**

Suppliers and any assistants will conduct themselves in a sober, proper and professional manner at all times. Suppliers must be presentable, responsible, polite and enthusiastic and deal with any given situation in a diplomatic and dignified manner; **"The customer is always right"**. Suppliers should be sensitive to any requests as to volume, positioning of equipment, or any other needs of the client or venue staff. We operate a non-smoking and non-alcoholic drink policy on all events.

**TIMINGS**

All suppliers must be on site at the agreed time and date and **Firebird Events Ltd** reserves the right to withhold payment if the supplier fails to meet agreed times and dates. The supplier will allow him/herself sufficient time to install and check any equipment prior to the agreed start time. In the case of threatened lateness for any reason, please call our office/mobile numbers (see mobile telephone numbers below) or the venue as a last resort.

**ADDITIONAL CHARGES**

**Firebird Events Ltd** will not be held responsible for any charges, including mechanical breakdown, parking fines, room hire, or additional refreshments. Refreshments are requested, where necessary, when the client confirms the booking(s), however this is not always guaranteed. **Firebird Events Ltd** must be notified in advance of any specific dietary needs.

**OVERTIME**

When a supplier is asked to work beyond the stated finishing time, they shall be expected to do so for the overtime fee agreed overleaf. If a supplier is aware that they are unable to provide overtime (e.g. to get to another engagement) they must warn **Firebird Events Ltd** prior to accepting this booking. Event times can often change on the night, and a supplier must have some level tolerance for varied times and events that overrun.

**TAX & NATIONAL INSURANCE**

The supplier is responsible for his/her/their own Income Tax and National Insurance. **Firebird Events Ltd** will bear no liability whatsoever.

**CLIENT AGREEMENTS**

**Firebird Events Ltd** cannot be held directly responsible for any non-fulfilment of the agreement by the Client. Any monetary compensation may not exceed the amount stated in the agreement overleaf.

**INVOICING & WITHHELD PAYMENT**

Ensure invoices are addressed to **Firebird Events Ltd**, quoting our reference number, date of event, venue and VAT No. Should any of the aforementioned stipulated not be abided by for any reason except those beyond your control, **Firebird Events Ltd** has the right to withhold payment. **Firebird Events Ltd** will hold the final decision whether or not your actions / non-actions are beyond your control.

**REPORT**

Please telephone the **Firebird Events Ltd** office within 48 hrs to report on the event. Any dispute shall be referred to the Standard Contract of the Variety and Allied Entertainment's Council of Great Britain. The agreement shall be governed by English law and all parties agree to submit to the jurisdiction of the English courts. Please note the following mobile numbers in case of an emergency: - 07850 824217 / 07802 711687 / 07889 606111

By signing this agreement, the supplier agrees to all terms within this document AND within our Sub-Contractor Guidelines: [www.firebirdevents.co.uk/resource/SCG.pdf](http://www.firebirdevents.co.uk/resource/SCG.pdf). I, the undersigned agree to the above and I have read and will abide by these terms and conditions. I am authorised to sign on behalf of the Supplier company.

SIGNED:

DATE:

PLEASE TAKE THIS  
PAGE OF THE DOCUMENT  
TO THE EVENT WITH YOU

## EVENT DETAILS

Our Ref: AH 0 33172 56947  
Telephone: 01329 235546.  
Fax: [nick@tailored-entertainment.co](mailto:nick@tailored-entertainment.co)  
Mobile: 07920 855911 Nick  
Additional Tel: [www.livekaraokeband.co.uk/](http://www.livekaraokeband.co.uk/)

Dear Nick

<b>Client Name:</b>	KONSTANZE VENTER	<b>On Behalf Of:</b>	HINES EUROPE LTD
<b>Company / Host(s):</b>	HINES EUROPE LTD		
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<b>Venue Website:</b>	WWW.THEGROVE.CO.UK		
<b>Venue Tel:</b>	01923 807807	<b>Venue Contact:</b>	ELLIE MUDD
<b>Report To:</b>	CAROLIN MAYR 0771338 5692 OR KONSTANZE VENTER, 32 472560148 FROM HINES		

**EMERGENCY CONTACT NUMBERS:**

Andy Hobbs	07850 824217
Ian Gatfield	07889 606111
Paul Griffiths	07802 711687



**Firebird Events Ltd.**

Unit 3, Nimbus Business Park

Hercules Way, Farnborough

Hampshire GU14 6UU

**E:** [enquiry@firebirdevents.co.uk](mailto:enquiry@firebirdevents.co.uk)

**T:** 01252 545654

**F:** 01252 545655

## Firebird Events Ltd – Staff / Supplier Code of Conduct

We always strive to exceed our customer's expectations through our consistent attention to detail and unrivalled dedication to excellence. As part of our team and in order to maintain that reputation, you will be obliged to work professionally and to your highest possible standards at all times. Please note the following guidelines, which outline how we expect staff / suppliers to conduct themselves when on-site at an event.

- Ensure that you check all details on your booking agreement prior to arrival and ensure that you take your **EVENT DETAILS DOCUMENT** to the event.
- If you are unsure about timings, location, website, dress code etc please contact a member of our office staff prior to the event.
- Upon arrival ensure that you report to the contact stated on your booking agreement.
- When we are working for another event management company please be aware of who we are representing and do not pass on any company details except for the details of the event company we are representing.
- Always ensure you are punctual.
- If you are delayed and you are not going to meet your arrival time you **MUST** notify our office or call one of the emergency contact numbers at the bottom of this document so we can contact the client / venue.
- You are expected to be presentable at all times (during set up and performance) and adhere to the dress code stated on your booking agreement. It is company policy for staff to wear dark trousers (no jeans) and dark shoes / trainers (no white trainers) with either a Firebird or crew t-shirt as stated on your booking agreement.
- If you are a new supplier and you do not have a Firebird or crew t-shirt please wear un-branded clothes for set up and performance. Please also contact our office to request Firebird clothing for your next event with us.
- There should be no visible tattoos, necklaces or body piercings (except earrings) and male staff should be cleanly shaven unless sporting a professional beard!
- Mobile phones should be switched off / turned to silent for the duration of the event.
- Under NO circumstances may alcohol be consumed when on-site at any event. Similarly, please do not smoke or eat in front of clients.
- Please note that although performance timings are provided you must remain flexible once on-site at an event.
- Always double check your finishing time with the event manager / client before stopping or packing down an activity.
- If there is an accident on-site please ensure that the event manager is made aware of it. Ensure that an accident report form is filled out and that the contents of the first aid box are offered to the injured person.
- Please be as polite and helpful as possible.
- Ensure you say goodbye and thank the client for having Firebird Events.
- Please contact us after the event to let us know how the event went and provide feedback for future events.
- Please note the following numbers to contact in an emergency outside of office hours:

Andy Hobbs	07850 824217
Ian Gatfield	07889 606111
Paul Griffiths	07802 711687