**CONTRACT FROM FACE2FACE**

**For the attention of:-**

**Venue and postcode.**

**Concert Date.**

**Start time.**

**Please read the following important information and arrangements detailed in this contract. They form the agreement between Face2Face (referred to later as F2F) and yourselves. Face2Face will agree to come on receipt of a signed copy of this contract and the non-refundable deposit.**

**Please note that once a contract has been sent to you, it will only be valid for 21 days only.**

**Please refer all enquiries to your contact person F2F Contact –**

**Phone number –**

**Email address –**

**Organisers contact –**

**Phone number-**

**Email address –**

**Dear**

F2F will be delighted to perform at the above venue and date specified.

1. **Sale of F2F CD’s-** Please note that we will be selling our CD’s on the night and need a large table for this in a prominent position.
2. **Advertising the event –** Please do not advertise your event until the contract has been signed and confirmed, and that any publicity is in keeping with the ethos of F2F, and is seen by F2F prior to being publicised.

We kindly request that no other literature is on the chairs without the prior consent of F2F.

1. **Complimentary tickets –** Please allow for 4 complimentary tickets to be made available for F2F.
2. **Lighting** – Good lighting is essential for our performers so please make this available if necessary after discussion with the PA team.
3. **.Recording and photography –**No recording whatsoever of the evening will be allowed (video equipment, mobile phones) as it constitutes a direct violation of copyright laws and is illegal. F2F CD’s are on sale for this purpose.Please also ensure there is no photography during the concert.
4. **Refreshments –** Please provide refreshments (as advised by our F2F contact person)- lunch for PA team, drinks for musicians break, and dinner for all F2F team. Please also supply bottles of still mineral water for the evening performance.

Dietary requirements will be discussed with you by the contact person.

1. **Fees –** The total fee for the evening will be **£600.00 (six hundred pounds).** Cheques should be made payable to

**‘Face2Face’.** £300.00 is to be sent as a non-refundable deposit with the signed contract. The balance of £300.00 is payable on the evening of the concert.

**The whole fee will be payable if the concert is cancelled 8 days or less prior to the event.**

In the unlikely event of F2F being unable to attend the event, F2F will be indemnified against any legal claim by the organiser. An alternative date will be offered.

1. **Insurance –** F2F will accept no responsibility for accidental damage caused by any member of the team as a result of the event. It is the responsibility of the organiser to arrange suitable insurance cover, including if a public entertainment license is required.
2. **Car parking and access.** – Please arrange suitable car parking and access for the F2F team or advise us of any parking and access issues.

**Prayer-** F2F commit themselves to praying for the event and we would like to encourage you to do so too.

A standard ‘Format for concerts’ is included for your information (this is always flexible to your particular event.) A week prior to the event, our F2F contact will be in touch with you to run through any last minute details you may need to know, but please feel free to contact them at any time.

Name

Date

Venue

Please signify your acceptance of this contract by signing both copies of this page and returning one to F2F, together with the deposit payable to ‘Face2Face’ within 3 weeks of the date below.

Please post this to:- Mrs Alison Cracknell, 211 Sheepcot Lane, Watford. Herts. WD25 7DD.

................................................................................

Organiser

................................................................................

Date

................................................................................

Face2Face

.....................................................................................

Date

(Please make a copy of this page, sign it and return to the address above. On receipt of the deposit, it will be signed by F2F and returned to you as confirmation of the booking).