**CONFIRMATION**

**OF BOOKING**



Your name

Your address

Your telephone

Employer's name

Employer's address

Employer's telephone

Tuesday, 5 December 2023

Dear Insert employer's name here,

Re: Insert nature of work and dates of work

I am writing to confirm our verbal/telephone/email/textbooking my art technical services. I am looking forward to working with you, and below are my terms and conditions for your records.

We have agreed that you will engage me in the capacity of insert job titleat a hourly/daily/weeklyrate of insert £ sum. I understand that the role of insert job title may involve the following insert expected work tasks*.*This rate is good for a insert numberhour day/week**.** The day rate is comprised of a start time ofinsert timeand end time ofinsert timeand lunch and tea breaks will bepaid/unpaidand therefore are included in theday/weekrate**.** An overtime rate ofinsert £ sumwill be charged afterinsert hours**,** a Saturday rate will be charged at a time and a half rate ofinsert £ sumand on Sundays the rate will be charged at a double time rate ofinsert £ sum**.** For clarity, this rate does not include any element of consolidated holiday or sick pay or tax. This agreement will be valid for whenever you employ me to work for you in the future unless changes are agreed in writing.

Please note a cancellation fee may apply for any lost days if hours booked by written confirmation are rescheduled or cancelled, based on guidance from Bectu the following late cancellation fees of the total booked job fee: 22-30 days notice at 50% 15-21 days notice at 75%, 1-14 days notice at 100%.

However, should I find replacement work, or if insert employer name offers replacement work, which I am able to accept, on alternative dates within 30 days of the original dates, there will be no cancellation charge.

*(If it is an hourly/daily engagement):*

We have agreed that the date for this engagement will be insert times/date.Please let me know if you wish to offer further days of work after this date.

*(If it is a week-by-week engagement):*

We have agreed that the start date for this engagement will be insert date and completion date will be insert date.

*(If it is a fixed term engagement):*

We have agreed that the start date for this engagement will be insert dateand the finish date will be insert dateand that this is therefore a fixed term engagement. If the agreement needs to be terminated early, at least one week’s notice must be provided and cancellation fees will apply as stated above.

If the agreed hours of the job are changed whilst the engagement is happening, then you will agree to pay the full hourly/daily/weekly/monthlyamount as laid out in this agreement should the hours of work be reduced.

*(If you are supplying kit/equipment/consumables):*

I have agreed to supply the following: describe kit/equipment/consumables**.** The fee for supplying this will be insert £ sumper insert day/weekwhich is additional to my personal rate given above.

You agree that you will provide a workplace environment that will comply with [UK Health and Safety at Work regulations 1999](http://www.hse.gov.uk/managing/index.htm). All tools and equipment you will provide onsite at your workplace will be checked and maintained in compliance with the [Provision and Use of Work Equipment Regulations 1998.](http://www.hse.gov.uk/work-equipment-machinery/puwer.htm)

Please do not hesitate to contact me to discuss this further.

I look forward to working with you.

Sign off

Your name

Your job title