



Terms & Conditions for musicians, bands, dancers, and other performers represented by The Psycho Management Co. Ltd

1. The Psycho Management Co. Ltd acts as an employment agency as defined by Section 13(2) of the Employment Agencies Act 1973
2. The Psycho Management Co. Ltd will represent you commencing on the day that your promotional material is entered on to the agency's website and will last for 18 months at the end of which time you will be asked whether you wish Psycho to continue representing you.
3. Before your information is included on Psycho Management's website the information the agency proposes to include will be made available to you giving you 7 days to confirm that you are satisfied with the information to be included.
4. Psycho Management will actively seek work for performers in all media and entertainment sectors, we will do this by including your details on our Website and we will market this website to our clients and others.
5. As a performer we will assume that you will be available for work at all times. If you become unavailable to work please contact the agency to advise us of your availability.
6. A booker from the agency will contact you if work becomes available and if agreed by yourself, confirmation of your attendance at a job will be advised verbally to both you and our client, and subsequently advised in writing to both parties within 5 working days.
7. The Psycho Management Co. Ltd will negotiate and agree all fees on behalf of the performer, we will also enter into contracts on your behalf if required to do so.
8. The commission rate payable to The Psycho Management Co. Ltd is 15% of the total gross fee, and the agency will provide you with a Commission Agreement document.
9. The Psycho Management Co. Ltd will invoice clients for work carried out by performers and is authorised by the performer to receive such monies paid by the client due to the performer and pay these monies into the agency's client account within two working days of receipt. The Psycho Management Co. Ltd will deduct the commission element due to the agency at the time of paying in the performers' fee into the client account.
10. In the case of BACS transfer performer payments made to The Psycho Management Co. Ltd by the client, payment will be issued to you within 10 working

**Psycho Management** [www.psycho.co.uk](http://www.psycho.co.uk)  
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days of receipt of the BACS payment, after a cheque has cleared In the case of a cheque payment.

11. In the event you should wish The Psycho Management Co. Ltd to retain payments due to you in excess of 10 working days written notice of your request must be received by the agency, we will then retain the monies in accordance with your request. However should such a request mean that monies due to a performer are held in excess of 30 days by the end of the 32<sup>nd</sup> day we will issue to you a statement detailing the monies we are holding on your behalf and continue to do this every 30 days until such monies are paid to you.
12. When you receive payments from The Psycho Management Co. Ltd such payments will be accompanied by statement detailing when and from whom the agency received payment from on behalf of the performer and to what work that the performer has carried out it relates to and details of any fees or deductions made by the agency.
13. If you have any form of complaint in relation to The Psycho Management Co. Ltd or a booking you must inform us straight away and we will do our utmost to resolve any grievances you have.
14. Should you at any stage no longer wish to be represented by The Psycho Management Co. Ltd you are required to give one weeks notice.
15. If The Psycho Management Co. Ltd is no longer in a position to represent you we will give you 1 weeks notice.

By signing this document you I agree to all the terms and condition above.

Name of Performer/Group .....

Signature .....

Date .....

Witness .....

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