

GUTHRIE

Contact: bookings@guthriemusic.com

ABN: 20294120603

Booking Confirmation & Agreement

Please be sure to thoroughly read this confirmation and agreement to ensure all details are correct and that you are happy to proceed with the proposed event. By booking Guthrie you are agreeing to the terms and conditions outlined in this document. This is a legally enforceable document.

To confirm your booking please email this document signed and dated to bookings@guthriemusic.com. If you can not sign/date on your computer please type out the declaration found at the end of the document and send it back with this confirmation and agreement document.

Event Details

Event Name: _____

Location: _____

Event Date: _____

Performance Time/Type: _____

Payment: _____

Provided by Venue: _____

Provided by Guthrie: _____

Booking Terms & Conditions

- 1) Guthrie requires a confirmation on your behalf to know that the event is going ahead. If he does not receive a confirmation, the date may not be held or may be booked elsewhere without you being notified. Please confirm by signing below and returning document via email.
- 2) By confirming this booking you are agreeing that a) all event information above is correct and agreed upon and b) you are happy to abide by the terms and conditions outlined in the Bookings Confirmation & Agreement (this document).
- 3) Payment: Guthrie will provide a printed invoice on the date of event or alternatively email an invoice within 3-5 business days. The business terms (period expected to receive pay in) is 14 days from event for all invoices unless otherwise agreed upon. After 10 days if Guthrie has not received payment the venue will receive a final payment request. After 14 days, the venue will incur a 15% administration fee **per week** that the invoice remains outstanding. After 30 days, we may hire debt collection services to resolve the overdue payment. Any expense incurred by debt collection is the financial responsibility of the venue/event host and will be charged accordingly along with the original sum and any additional interest incurred.
- 4) Event Cancellations: If an event is cancelled by the host 8 weeks or more prior to the event, the host will not incur any fees. Cancellations within 8-6 weeks of the event will incur a 10% charge of total booking fee to the host. Cancellations within 6-4 weeks will incur a 25% charge of total booking fee to the host. Cancellations within 4-2 weeks will incur a 50% charge of total booking fee to host. Cancellations within a fortnight from the event will incur a full charge of booking fee to the host.
- 5) Event Cancellation Exceptions: We understand there are a few reasonable circumstances that an event may require cancellation. In the situation of fire, flood, or structural damage deeming the venue unsafe - there will be no cancellation fee charged to the host. If you need to cancel your event and believe it is a reasonable circumstance given your situation please contact us immediately. We will then be able to confirm if it fits into our exceptions or not.
- 6) Double Booking: If a venue/event host has double booked a performance slot, the host will be required to either a) allow Guthrie to perform for the original negotiated agreement or b) pay 50% of the sum originally agreed upon if Guthrie is within 60 minutes drive of his residence or 100% of the sum if Guthrie is outside of 60 minutes distance from his residence. If a venue does not pay the agreed sum, Guthrie may hire debt collection services to resolve the matter. Any expense incurred will be the financial responsibility of the venue/host along with the originally agreed upon sum.
- 7) Equipment Failure: Whilst Guthrie provides regular routine maintenance to all of his equipment, in the event of any significant equipment failure rendering Guthrie unable to perform, Guthrie will not be held liable for the events entertainment. If Guthrie has already performed half of the duration of the show the venue/host will be required to pay 50% of the originally agreed upon budget. If Guthrie has performed less than 60 minutes duration, the venue/host will not be charged anything.
- 8) It is the venue/event hosts responsibility to ensure the performance environment is a safe and secure environment for Guthrie to perform in. If alcohol is served we expect a security guard to be around. If Guthrie deems the venue/event unsafe to perform at, the venue/host will still be required to pay the agreed upon fee if Guthrie chooses to not perform.
- 9) Artist Cancellations: Once an event is confirmed it is locked in on our end. The only exceptions to this is if Guthrie is physically unable to perform due to illness. If this occurs, Guthrie will give as much notice as possible along with a notification of the event being cancelled. Guthrie reserves the right to cancel any event if he deems it necessary to for safety or health. Guthrie will give a minimum notice of 48 hours if he is unable to perform due to health reasons.

Declaration

Please Sign & Return via Email to bookings@guthriemusic.com

I, _____ agree to the Guthrie Music
Booking Terms & Conditions above and confirm that all information
provided in this document to be correct and true. I also wish to confirm
Guthrie in for a performance as the Solo / Duo / Trio (Please Circle) on
date: _____ at time: _____ for
the proposed budget of _____ at the location of

Signed _____ Date: _____

Witness

Signed _____ Date: _____