



## Recommended Basic Terms & Conditions 2020/21 (BBTC2020/21)

The purpose of these recommended terms and conditions is to provide a minimum level of protection and awareness to all BECTU members who are **not** covered by a contract or collective agreement.

Members can attach these terms to any booking, they may be amended or added to, or they may be superseded by an agreed contract. Please remember an employment contract does not have to be written down, a verbal contract can still exist. However, a written contract will set out certain rights and obligations both you and the employer must follow. Therefore, initially using these terms and getting the contract in writing will assist you if they are broken by the employer/client.

### AGREEMENT TO TERMS

- a) **Cancellation:** Confirmed bookings (where the provider of the service has agreed in writing to accept the work and not accept other work for the agreed dates) are subject to a 50% cancellation fee of up to two weeks. A booking will be considered confirmed if not cancelled in writing 5 business days before commencement.
- b) **Hiatus/Suspensions:** Any interruption to work must be agreed in advance by both parties and will be subject to a minimum 50% retainer and based on the average fee paid in the preceding month, including any kit fees or overtime.
- c) **Termination:** A minimum of one week in writing for both parties.
- d) **Payment terms:** Within 14 days of invoice or the next scheduled payroll run, whichever is the sooner. Payment after 30 days is subject to statutory late payment charge and interest.
- e) **Working week:** Will consist of 5 days of up to 10 hours per day unless otherwise agreed.
- f) **Insurance:** Any items provided by the client or hired to the client must be covered by the company's insurance. Travel insurance must be provided by the client for international bookings.

This list is not exhaustive and is limited to the main terms and conditions.

The current version of this document can be downloaded, or linked to from the BECTU Website at <https://bectu.org.uk/get-involved/ratecards/>