



PERFORMANCE BOOKING

BOOKED BY: _____

CONTACT DETAILS: _____

REPRESENTING: (IF YOU ARE PART OF A COMPANY OR ORGANISATION) _____

CONTACT DETAILS: (fill in only if this is the payer) _____

VENUE: _____

ADDRESS: _____

FREE PARKING YES / NO

DESCRIPTION OF OCCASION : _____

PERFORMANCE DATE(S) : _____

PERFORMANCE TIMES: Optimum performance of 10 caricatures ph based on head & shoulders/ black & white may be achieved if conditions are adhered to. See particularly 'Co-operation' & 'Position' p3.

START _____ FINISH _____ TOTAL TIME : _____

PERSON TO CONTACT ON ARRIVAL _____

NB: Arrival Time is different from the Start Time, and is determined when arriving at the closest vehicular proximity to the performance site. Generally, less than 15 minutes is required to set up. If for any reason earlier ARRIVAL time is required then Standby fees may apply. (see P3 'Standby Time)

SPECIAL DETAILS AND / OR REQUIREMENTS: EG. DRESS THEMES, SET UP AREA , ETC. (if applicable) _____

OPERATING FORMAT: (circle whichever applies) table and chairs* _____ easel _____ roving _____ combination _____

(best option)

*see p4 under Furniture & Lighting

VALUE ADDED OPTIONS: Some prices can be given and others are available when more information is received. Prices are current at Nov 2012 and may be subject to change.. (please tick)

• **PACKAGING**

Allow for 10 per performance hour booked :

CYLINDERS FOR SIZES UP TO A3

POSTPAK CYLINDERS:\$3.50 each, RECYCLED CYLINDERS \$1 each (cut from cardboard tubes & depending on availability)

PLEASE BRING TO VENUE ANYWAY, and subjects can purchase at their disgression as required.
\$5 for postpak \$2 for recycled

LAMINATING \$3 each for A4 \$5 for A3

Please note that time laminating decreases number of caricatures per hour and requires close access to power point.

PLASTIC SLEEVES OR PAPER ENVELOPES \$1 EA FOR A4 & \$2 EA FOR A3

- **TEMPLATES** designed and printed pre-performance,

Prices are composed of printing and artwork. Costs can be estimated when more details are received.

As a cost saver some customers choose

Depending on various factors, such as budget, timeframes or preferences, the templates may consist of original work, internet or photograph stock images, or combination of these.

A template can be anything you wish. Generally speaking original illustrated work is more expensive.

Handy Hint cost savers can be researching and supplying your own material for tweaking, or Printing the templates or logos yourself if they can access a good printer.

Templates may include>

- [] **LOGO** eg. if you are a company or organisation.
General cost estimate is > CUT & PASTE LOGO IS \$35..
- [] **HEADER** eg. "John and Jill's Engagement" (with bells or love hearts) if you are having a private celebration.
- [] **BODIES, ITEMS OR BACKGROUNDS** like a generic body/item
EXAMPLES:
 1. A corporate event involved in the motor trade could have a template of a muscle car!, or,
 2. If the event is for the State Emergency Service, it could have a super heroes body!! or,
 3. A private event like a children's party could have the body of gnome sitting on a mushroom!!

PRINTING IS \$1.50 FOR A4 & \$2.50 FOR A3

- [] **GROUP POSTER**

Everybody on the one A2 poster size page. This involves extra on site setup fee of \$50.

Subjects may be drawn as head and shoulders, full bodies or mixed, like in your old class photos. As a further value added option to this, I can take the artwork back to my office to scan & upload to disk. Then a digital copy can be printed off and distributed to the subjects (post event) as a token thankyou along with the original for the customer(of course).

Customers may request that I undertake all this process as a one stop shop, or they may choose to undertake part of the process (say printing) themselves.

As there are various options & combinations of this service, prices can be given once requirements are outlined.

COST ESTIMATE for performance time only :

UP TO 150 KM > \$350 for 1 hour, then \$150 per hour thereafter, capped at \$1100 per day (up to 8 hours) plus any value added options .

OVER 150 KM > refer to prices on the email or contact for estimate, plus any value added options .

Other >Standby Time = \$100 ph. See Terms & Conditions on p2 under 'Standby Time'.

Prices are gst exempt.

TERMS OF PAYMENT: TO **CONFIRM** this booking, terms of payment are upfront at your earliest possible convenience.

The only exception is cash which must be by special arrangement which must be paid at the event before performance begins thankyou.

Other options may be possible by special request and arrangement.

Extended times must be paid for on the day.

Once I receive this booking sheet I will send an invoice for the estimated amount.

Please circle your choice below >

- **CREDIT CARD** : Mastercard & Visa, *5% levy applies
- **CHEQUE** : payable to 'Wayne Fleming'
- **ELECTRONIC FUNDS TRANSFER** :
CBA Account name : 'Wayne R Fleming' / BSB 06 4449 / Account # 1002 9694
- **CASH** If you choose this option payment please advise if you prefer to pay on the night, however this must be settled before the performance begins. Thankyou

I have completed the booking sheet and would like to reserve these dates and times for Wayne Fleming's services .

I have read and understand the content together with any conditions as they appear thruout these 4 pages*.

SIGNED**

NAME (please print)

DATE.....

****You only need to send back these first 2 pages.**

With the exception of cash, this booking sheet serves as a **reservation** only and **confirmation** is made when payment is cleared

Thankyou

Terms & Condition

- **POSITION**

Good performance are guaranteed if reasonable steps are made to accommodate the cartoonist with a good 'set up' position. Such considerations are based on common sense but to name a few>>> * Away from the elements, *Adequate lighting, *Away from loud audio equipment, *Away from potential interference / interruptions, such as human traffic, eg waiters etc.

- **CO-OPERATION**

Optimum performance of 10 caricatures ph can be achieved if subjects are co-operative and interruptions are kept to a minimum. A guarantee of at least 7 subjects ph can be given, even if it may mean working overtime where delays are caused in circumstances beyond the client's or venue operators control.

Generally speaking, no guarantees on numbers can be given if simple guidelines addressed in this form are not adhered to but guarantee is given of the best performance possible under the circumstances..

Such examples are failure of subjects to want or sit for a caricature, subjects not being made aware that caricature sittings are available in general announcements, difficult subjects due to intoxication or poor behaviour.

- **PARKING AND ACCESS TO VENUE**

When a cost estimate or quote is given to an agent or client , it is implied that the performer is provided with exclusive, or unrestricted access to the venue.

It is the duty of the client to advise if this is not the case so the price can be adjusted accordingly even after the quote is given. (For more information see 'miscellaneous expenses' below.)

- **COPYRIGHT**

ALL artwork produced at this booked Performance remains copyright of the artist. The Artist licenses the client to reproduce these artworks for any non- commercial purpose only.

Any commercial reproduction must be with the written consent of the Artist for an agreed fee or royalty.

Wayne Fleming has very reasonable fees for commercial reproduction, subsequently, breach of permission will involve legal action.

For clarity, commercial reproduction implies (for example) Logos, mascots, any product or business promotion in or on any printed or digital media.. Non-Commercial implies (for example) invitations for any non-profit event or printing for any personal enjoyment.

- **PAYMENT** (Further to Payment Terms on P2 of Booking Form)

Upfront booking Payment is important to secure the date much the same way as a ticket to any performance.

Where the client chooses against upfront payment >

1. Wayne Fleming reserves the right to keep the date open to other clients.

2. a) Award that performance time to another client, who pays for that same time in advance, or for various reasons Wayne Fleming chooses another client who wishes to reserve that date, whether or not a reservation (by submitting this booking form) has been made by you, the first client.

b) Where this circumstance arises, Wayne Fleming in honour of the clients reservation by making a reasonable effort to notify the client, to allow the best possible time frame for the client to book another operator.

3. and that date has not been awarded to a second client, Wayne Fleming reserves the right to cancel the reservation if circumstances change, but all effort would be made to notify the client as early as possible to give time to organise another performer.

4. special arrangement for cash payment on the day of the event can be made but this must be arranged well before the event, normally when reserving the date and. must be paid to Wayne Fleming before the performance begins, at the utmost discretion, normally in an envelope or away from the guests please.,

5. he/she may make a special request for an account period, normally 7 days. After 7 days a late payment fee of 1% compound interest of the account will be accrued to the final account. After 30 days a final notice will be submitted by Wayne Fleming to the client for payment within a further 7days. Upon default of remittance, legal proceedings will be affected with additional legal and administrative costs being charged to the client in addition to final account & accrued interest.

- **REFRESHMENTS**

Light refreshments are much appreciated. Where the client supplies meals breaks to Wayne Fleming, The artist to the best of his ability, and within the allocated timeframe that the event allows, will endeavour to add that equivalent time to the end of the performance time to give the client the best performance value.

MISCELLANEOUS EXPENSES:

COST ESTIMATES MAY NOT INCLUDE A RANGE OF OUT OF POCKET EXPENSES, IF THESE EXPENSES ARE NOT MADE APPARENT WHEN DETERMINING THE QUOTE.

WHERE THESE EXPENSES BY NECESSITY ARE LATER INCURRED , THEY WILL APPEAR AS ADDITIONAL DISBURSMENTS TO THE FINAL ACCOUNT. THESE INCLUDE (BUT ARE NOT LIMITED TO)

- **EXTRA TIME**

Customers are welcome to request extra time at \$200 ph at the event. Fees are due at the end of the performance unless booking through an agent, in which case you have an option to sign an 'Authorisation for Extra Time' form. This is forwarded to the agent and a portional addition is added to the sum.

- **PARKING AND ACCESS TO VENUE**

Where parking costs are unknown an average of \$20 per hour will be applied, (based on the possible maximum Brisbane CBD current rate in 2011) , plus one hour to allow for arrival, setup & departure.

Similarly, if exclusive access cannot be provided or guaranteed, free or otherwise, this booking implies that parking is of a close proximity to the venue, no greater than 250 metres.

If not, or cannot be guaranteed, the client must advise the agent or performer and a fee will apply as additional performance time based on the time for the performer to reach the venue from the remote parking site. If the client does not advise that free parking and close access is not provided, subsequent incurred fees may appear as a late invoice with other miscellaneous fees that may have accrued.

- **COSTUME HIRE**

If a client requires a certain theme dress, the cost of hiring, pickup and drop off will apply. Wayne Fleming has a range of most common themes (eg. French Artist) that are freely available, but unusual themes will need to be advised in determining a cost estimate/quote.

- **STANDBY TIME**

ARRIVAL vs START TIME

By default the cartoonist requires less than 15 minutes to setup the basic kit.

ARRIVAL time is different from the START time. The ARRIVAL time is determined as the closest vehicular proximity to the performance site, normally the closest car park ENTRY.

Generally a half hour grace is granted to ARRIVE at the venue for familiarisation with the work environment and to make necessary adjustments that the client may have overlooked, (see Positioning above)

Where the Arrival Time requested exceeds a half hour, normal fee of 50% the usual average performance fee of \$200 per hour pro rata will apply.

Typical circumstances include :

> Long delays at Parking Entrance because exclusive or adequate access was not granted by the client.

> Parking proximity being a long way from work site, (see 'Parking & Access to Venue' above)

> Lengthy & cumbersome Security, Induction Procedures or Registration checkins at the venue the client has chosen.

IDLE TIME between performance brackets, such as Conferences where attendees are only present in predetermined time brackets, or time during speeches.

For multiple day events, a daily rate of \$500 per day applies, say, for instance, where there is idle time of a day or more in remote areas (200 km or more) from the Sunshine Coast where there is long distance travel.

- **FURNITURE & LIGHTING** (SEE OPERATING FORMAT ON PAGE 1)

WHERE THE CLIENT REQUIRES THE PERFORMER TO OPERATE WITH THE TABLE & CHAIRS FORMAT (THE RECOMMENDED FORMAT FOR BEST PERFORMANCE), AND THE CLIENT CANNOT PROVIDE THIS BASIC FURNITURE, WAYNE FLEMING CAN PROVIDE THESE & LIGHTING (IF REQUIRED) FOR \$50 HAULAGE & SETUP. PLEASE ADVISE IF THIS WILL BE THE REQUIREMENT. THIS IS CHARGED ADDITIONALLY AS BY NATURE MOST EVENTS HAVE PLENTY OF TABLES, CHAIRS & LIGHTING ARRANGEMENT. IF CLIENT REQUIRES TO A ROVING FORMAT , NO CHARGE APPLIES.

- **OTHER**

TRANSFERS TO AND FROM AIRPORTS, CAR HIRE, INTERNATIONAL PHONE CALLS/FAXES, TRAVEL & ACCOMMODATION (FOR DISTANCES OVER 200 KM FROM SUNSHINE COAST) WHERE THOSE REQUIREMENTS ARE NOT MADE APPARENT IN DETERMINING COST ESTIMATES OR QUOTES FOR THE CLIENT.

- **CAR HIRE**

WHERE CAR HIRE IS ARRANGED BY THE CLIENT, USALLY FOR BOOKINGS IN REMOTE REGIONS, THE CLIENT AGREES TO BEAR FULL LIABILITY IN THE EVENT OF CAR HIRE DAMAGE IN CIRCUMSTANCES WHERE THE ARTIST, WAYNE FLEMING IS DEEMED NOT AT FAULT. ALL EXPENSES AFFORDED TO WAYNE FLEMING BY THE HIRE COMPANY THRU DUE PROCESS AND EXTRAENNOUS LOSSES TO WAYNE FLEMING AS A RESULT OF SUCH INCIDENT, SHALL BE COMPENSATED BACK TO WAYNE FLEMING BY THE CLIENT USUALLY BY WAY OF A 30 DAY ACCOUNT - STANDARD INVOICE AT A LATER DATE.

- **CANCELLATION**

50% CANCELLATION FEES MAY APPLY

1. **FOR SHORT NOTICE** (LESS THAN 24 HOURS) EXCEPT CIRCUMSTANCES BEYOND CONTROL SUCH AS ACTS OF GOD
2. **WHERE OTHER BOOKINGS ON THE SAME DATE HAVE BEEN DECLINED ON ACCOUNT OF THIS BOOKING.**
3. **AND/OR ADMINISTRATION COSTS FOR CORESPONDANCE, QUOTES, INVOICING FOR ANY TIME UP TO THE TIME OF CANCELLATION BASED ON \$150 PH STUDIO TIME AS AT NOV 2012.**

PLEASE CONTACT FOR ANY QUESTIONS.