

IMPORTANT BOOKING INFORMATION

1. What is the Artists Booking Service?

Based at the Southbank Campus of the University of Melbourne, the ABS is a professional agency for performing artists from two of Australia's leading arts training institutions; the Melbourne Conservatorium of Music and the Victorian College of the Arts. We book out our artists for performances at corporate events, weddings, conferences and launch parties (to name a few).

2. Who are the artists that work with the service?

The artists the service represents are current students and alumni from the Faculty of the VCA and MCM as well as the former Faculty of Music, who have agreed to the employment terms as determined by the University and whom our staff have vetted for quality and professionalism.

3. What is the process for booking an artist with the service?

We have developed a streamlined booking procedure to ensure the selection of artists for your function is as simple as possible. After a phone or email enquiry, our Bookings Coordinator will propose a number of options for your entertainment tailored to your specific requirements and preferences. Once you have selected which artist you prefer we then confirm their availability and send you the necessary booking forms. Once payment is finalised you will receive your artists' contact details and can begin discussing the finer details of the performance directly with that artist.

4. How do I pay for my booking?

All booking payments *must* be finalised before your event, cash payments on the day directly to the artists are not acceptable. When booking more than 1 month ahead of the date you can place a 50% deposit and pay the remainder prior to the event, otherwise when booking less than a month in advance you must pay the full amount. Payment can be made via cheque made payable to the University of Melbourne, Visa or Mastercard and cash payments. If required, an invoice can be processed in lieu of immediate payment. University of Melbourne invoices have 30-day terms.

5. What about public liability insurance?

As contractors of the University of Melbourne our artists are covered by the institution's public liability insurance. We also ask that you provide evidence of your venue's public liability insurance to ensure that your guests are covered in the event of an accident.

6. What if I want to cancel my confirmed booking?

If you decide to cancel your booking more than 1 month but less than 3 months from the set date we ask that you pay 50% of the whole fee; if you decide to cancel the performance less than 1 month from the date then 100% of the fee is payable.

7. I am not holding my event in Melbourne; will I have to pay for the artists' travel expenses or accommodation?

Depending on the distance of your venue from Melbourne's CBD we do charge travel expenses and in rare cases accommodation and per diems as well. A general guide is that distances of 50km or

more than an hour travel from the CBD will incur a \$50 per person travel expense (e.g. Yarra Valley, Dandenong Ranges or Geelong). Distances between 75km+ or 1.5 hours travel from the CBD will incur a \$75 per person charge (e.g. Portsea, Sorrento, Phillip Island, Mornington Peninsula and Ballarat). Distances more than 150km will be negotiated with the artists before we send your quote - if the booking is for the evening and the distance is several hours travel you may need to pay for travel, accommodation and meals for the artists overnight.

8. Will I need to provide food and beverages for the performers?

Soft drinks or water should be available to all the performers you hire. We ask that a light meal be provided for all artists for bookings three hours or longer.

9. I'm holding a charity event for a non-for-profit organisation, considering our small budget can your artists work for a reduced rate or for free?

We choose not to negotiate artists' fees on the grounds that it devalues their years of training and professionalism. This is still the case even when you believe that your event will provide an opportunity to advertise the ABS or the artists to a wider audience. We also do not accept any payments except for our stated fee; gifts, tickets, food or vouchers are not valid forms of payment.

