



Volume

1

HERVL ARTISTES AGENCY

Representing diverse talent in entertainment

Artiste's Terms & Conditions

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Key elements to HervL Artistes Agency & our directory

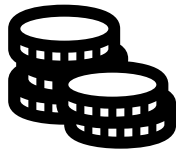
Our mission is to facilitate a professional service for diverse talent to have opportunities across the wider spectrum of the entertainment industry.

HervL Artistes Agency is the Trading Name for HervL Supporting Artistes Ltd which is a Casting & Management Agency which also has developed an online directory/catalogue for the purpose of facilitating a platform for talent to obtain work within the entertainment industry. Talent includes, but is not exclusive to, work as an Actor, Extra, supporting artiste, Background artiste, walk-on, Model, Dancer, Performer, Singing or talent within the creative aspects of the entertainment industry.

1. These Terms & Conditions are designed to be as clear and transparent as possible and is set in place for the purpose of making the prospective Artiste understand, in a basic outline, how we propose to do business, use the information that we hold on you, and the terms of the agency as a representative of the talent that is on our books.
2. These terms are not designed to be a contract and should not be viewed by the any artist as a contract between the agency and themselves.

3. The Contract of temporary employment, Contract of Services, will be between the Production Company and the talent, but any discrepancies or queries relating to the rate of pay should be directed to the agency where we will do our best to act on your behalf in order to seek clarification about any monies owed and any alleged discrepancies.
4. We cannot guarantee work, which is the same as any agency, but it would be an advantage if you were as flexible as possible. You could be called by us or provided with details (via email) for an up and coming booking which could come as late as the day before any filming. You have the option to take it or not; however, if you do not respond by the given timeframe, which will be provide to you at the time of our communication, we will seek alternative arrangements to pre-book another talent. Please see our **HervL Artistes Handbook** for further information. Access to our Artistes Handbook online will be provided after registration. If you need any further details prior to registering with us; please feel free to send an email query direct to us at: info@hervlartistes.com or via our 'contact us' form submitted via our website.
5. Our new online directory, also described as our catalogue, (established 2019) has various options for talent to register as a member from our essential bronze membership to our VIP diamond membership. Talent are encouraged to look at all levels and ascertain for themselves which membership level suits them best.

Pay



6. Talent that are on our directory and those members that are represented by HervL Artistes Agency in contract (contracts for platinum and diamond members will be defined prior to registering at those levels) will be paid for all the work they do as defined by the booker minus 10 % standard rates of commission.

7. When work is sourced by the booker, via our website or personal assistant, or the talent applies for work via our website or our services, the standard fees set out in FAA/PACT, BBC, ITV, & Equity Agreements or any agreement made beforehand and communicated to the talent.
8. You understand that the agency will pay you once we have been paid by the Production Company (or booker) that has hired you. This is usual practice, and can take up to 3 months, but we endeavour to pay you within 3 working days of the Production Company (or booker) paying the agency and provide you with a Remittance Note. We respectfully request that you be patient with this process.
9. The **standard rate of pay** is outlined within the **information's page** of our website, but you will need to be registered as a member to obtain access to this.
10. Being registered as a member of HervL Artistes Agency in our directory/catalogue of talent is free as a bronze member, but other membership tiers carry a charge, of which is described in our **Membership Terms** on the **information's page** of our website and are designed to be read with these artistes terms and conditions. The tiers are paid monthly or yearly and are highlighted here:

HervL Membership Tiers			
£	Monthly	Yearly (12 months)	Yearly (18 months)
Bronze	FREE	FREE	x
Silver	3.99	45.49	x
Gold	5.99	64.69	x
Platinum	7.99	x	81.50
VIP	19.99	x	359.82
Diamond			

11. As mentioned above (point 6) a 10% commission fee will be deducted from any work completed by the talent. This commission will be deducted from the talents pay at the time of processing (which will be after the production company (booker) pays the agency).

P R E P ' T

Politeness

Respect

Patience

Tolerance

Professional behaviour of our talent is essential to both the talents success as well as the reputation of the agency.

Standards of Service

HervL Artistes' will always endeavour to provide an exceptional standard of service to our talent and the industry professionals that use our services of whom we liaise with. Industry professionals are categories as, but is not exclusive to, Production Companies, Directors, Assistant Directors, Casting Agents etc. To ensure that the good reputation of the agency and representatives of the agency are upheld; we encourage a professional code of conduct from categories of talent that are registered on our books.

12. By doing this we ask that you behave in a professional manner and give respect to all people, at all times, whilst representing the agency on productions/sets and on the grounds and surroundings of those productions/sets, as well as, whilst travelling to and from a casting, audition or booked appointment.

13. Language of an undesirable nature and behaviour that could be construed of being aggressive towards another person or group of people will not be tolerated. We ask that you are professional at all times and do not bring the company's name and reputation into distribute. If you are found to have breached this term it is likely that you will be taken off our books, with immediate effect, with the likelihood of being disqualified from using our services in the future.

14. We encourage all our talent to be punctual. This provides a professional outlook for you and the agency which helps to facilitate a good impression and the likelihood of you being booked again in the future. Please plan your route ahead

and plan for all eventualities when relying on public transport as well as if you choose to drive.

15. It is likely that you may be called to be 'on set' for as early as 6am, in some instances, or even earlier. If you know that you are not an early riser, we would respectfully ask that you re-think the category of work that you are listed for or talk to us for advice. At HervL Artistes Agency as we do rely on our talent to be the professional face of the company and we cannot guarantee working during 'office hours'.
16. For group bookings (a group of talent that has been booked from HervL Artistes Agency) the agency will liaise with each group member and the booker, to organise private transport, booked by the agency. All the relevant information will be communicated to the booker as and when needed.
17. There will be productions where you will need to listen and take directions from crew on set. We do understand that you are likely to be in a social setting, being surrounded by other talent from other agencies, but we ask that you do not forget the reason why you are there. If you come across any difficulties, we ask that you please contact the agency in order to discuss it, when you are able to do so. Regardless of what level membership you are on, we will endeavour to sort out any issues that you may have at the lowest level.

Complaints Procedure

18. At HervL Artistes' Agency we aim to provide an excellent standard of service to

Complaint handling

Let us know immediately.
Write to us within 28 days, an
acknowledge will be provided
within 10 days, and a final
response within 28 days.

talent registered with us, and industry professionals, but

if you feel that we have not met your expectations we

encourage you to inform us as soon as possible so that

we can discuss the circumstances of your disapproval in the first instance. If you

feel that your complaint has not been satisfactorily resolved, then the next step

is for you to put your complaint in writing to our office within 28 days of the

incident. We will answer your complaint within **10 days** with the view to a

resolution within 28 days of your written complaint.

Your Data

19. By proceeding with the registration to join our agency you give us consent to use your photos, and necessary information with the purpose of advertising you as talent in our directory.

20. In order to maximise your chances of finding work, we will display your photo on our website and any marketing publication that we do (depending on the level membership that you chose). We will also provide your details to other Casting Agencies, Production Companies, Directors & Assistant Directors as well as Casting Agents. (This list is not exclusive), as and when necessary and in accordance with our data handling, and privacy policy.

21. We take security seriously and we promise to take all reasonable steps to see that your details are circulated within our approved list of bookers and that your personal information is securely contained within our care.
22. This document is designed to be read with our **Privacy Policy** which you will find in our **information page** of our website. If you require further information on how we are registered to process your data; please contact the Information Commissioners Office on the ICO website.

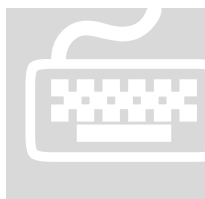
Location

23. At present we are looking for diverse talent across the UK of various categories to register in our directory. Travel maybe required but the relevant information will be communicated to you prior to booking and in accordance to your level membership.



Registration

HervL Artistes Agency has made things much simpler. Registration is now in three easy steps:



- 1.** Provide your name and contact email on our submission page.
- 2.** Once you confirm your email address you may proceed.
- 3.** Provide a suitable photo, and once received and approved you are registered.

Your details will be uploaded in accordance with our membership timeframe.

Notice Period

24. The usual notice period is 14 days; however, please read the **membership terms** to identify which membership level you are, and what notice period is required to quit the service. We will attempt to remove any talent from our directory within the set timeframe; however, any already published photos or information about any particular talent may already be in the public domain and cannot be removed.
25. The agency reserves the right to remove you from our directory at any time. We would give you 14 days' notice if we find that you have breached any terms and conditions of the agency. This may mean that we could immediately stop finding work for you, depending on your membership level and the circumstances, but you will be notified of our decision in writing.
26. We would usually give 30 days' notice for any other reason for not representing you, but this also will be in writing, where you will be given the right to appeal against any decision we have made. We will endeavour to make sure that all payments to you are paid within the specified timeframe as mentioned above.

HervL Agency's Obligations

27. The agency will provide a professional and efficient service to all talent that is listed in our directory. Our Bronze to Gold membership tiers are designed for talent to be registered in our directory for the purpose of exposure to the wider entertainment industry. The process of booking members on these levels are different to our Platinum of whom receive a more tailored service, and our VIP Diamond members, of whom are provided with a unique management service. We will ensure that we liaise with all members effectively to ensure that any opportunities are communicated, and success in the hiring our talent for any roles are achieved.

28. All other obligations for the agency will be communicated to talent after they have registered. Information will be provided within the **HervL Artistes Handbook**.

Talent Obligations

29. It is the talents obligation to read and familiarise themselves with all the relevant information surrounding their right to work, documents required for that purpose, all relevant agreements relating to code of conduct, and information relating to child protection.
30. All information will be provided within **HervL Artistes Handbook** once the talent has been registered.

HervL Brand

31. The HervL Brand is Trademarked (no: 260661) and is owned by Melanie Callum. By viewing, using our services and/or registering with us you agree to not reproduce, copy, modify, alter or create derivative work of the HervL Brand.
32. All documents, information on our website, brochures and publications are produced by Melanie Callum on behalf of HervL Artistes Agency, unless otherwise stated, and are copyright owned by the company. You acknowledge this and undertake not to reproduce, or translate it, in whole or in part, without our expressed consent. Any reproductions or translations shall belong to us, and your right to use them will cease immediately.

These Terms and Conditions are designed to be read alongside the agency's Privacy Policy, and Membership Terms.

We reserve the right to amend all our policies, terms & conditions, but we will notify registered members 30 days before to any amendments being implemented. Otherwise newly registered members will have access to the latest version.

Written by **Melanie Callum**
Managing Director of HervL Artistes Agency Ltd