Example Contract 2 THE CONTRACT SCHEDULE

1. The Arts Company/Individual (the contractor)	
2. Address and telephone number	
3. The Service – programmes, performances, provision of encores, workshops, rehearsals, exhibitions, displays etc.	
4. Date(s) of the Service	
5. Time(s) of the Service	
6. Venue/location	
7. Fee payable to the Company Including all costs and expenses, box office shares, programme sales VAT issues etc.	
8. Company's requirements and Artists requirements: i.e who is supplying, equipment, materials, other facilities, supply of publicity material with date deadline, venue rules and regulations, use of recordings, photos etc	
9. Insurances – artists/performers must have public liability insurance of no less than £2 million. Evidence of insurance to be provided. Artists/performers must be police checked when working with children. Evidence to be provided.	

Signed on behalf of Artist **Signed on behalf of (the Company contracting the artist)**

……... ……**As a contractor you are expected to provide a statement identifying any risks that may arise from your work and any actions to minimise them.**

Please tick the appropriate box: Statement provided ☐ No risks identified ☐