[**GUIDANCE NOTE (DELETE THIS LATER)**]: This template is the suggested basis for a CONTRACT for the services of a performer.

<insert Company Letterhead>

**LIVE PERFORMANCE AWARD 2020**

**Standard contract of service for single plays and/or productions**

**PART 1**

This Contract is dated the <insert date>

Between <insert name of Employer>

Of <insert Employer’s registered address>

and <insert name of Performer>

of <insert Performer’s ordinary place of residence>

Performer’s Agent or Contact: <insert name of Agent or Contact>

Address: <insert Agent or Contact’s address>

Telephone number: <insert phone number> email address: <insert email address

Name of Production: <insert name of production>

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**1. PART OR PARTS TO BE PLAYED BY THE ARTIST**

The Performer will be employed in the above Play:

**1.1** to rehearse and play the following part: <insert name of part>.

OR

**1.2** to rehearse and play the following parts: <insert name of all parts to be played>

OR

**1.3** to rehearse and play the part(s) of: <insert name of part(s)> and to rehearse and play as understudy the part(s) of: <insert name of part(s)>

OR

**1.4** to rehearse and play such parts in the said play as the Management may call upon the Artist to play;

OR

**1.5** to rehearse and play such part or parts and rehearse and play as understudy such part or parts in the said play as the Management may call upon the Artist to play;

OR

**1.6** to rehearse and play as a swing performer.

[**GUIDANCE NOTE (DELETE THIS LATER)**]: Five(5) of the paragraphs above 1.1, 1.2, 1.3, 1.4, 1.5, 1.6 must be deleted and initialled.

**2. TYPE OF ENGAGEMENT**

Engagement shall be as defined in the *Live Performance Award 2020* (the Award).

**2.1** By the week.

**2.2** For the specific period up to and including: <insert start date> to <insert end date>

**2.3** For the run of the play in: <insert venue/city/town and State/cities and/or towns and States>

**2.4** For the run of the play in Australia.

**2.5** For the run of the play in Australia and New Zealand.

**GUIDANCE NOTE (DELETE THIS LATER)**]: Four (4) of the paragraphs above 2.1, 2.2, 2.3, 2.4, 2.5 must be deleted and initialled.

**3. COMMENCEMENT**

**3.1** Date of commencement of engagement shall be: <insert date>

**3.2** Date of first real rehearsal shall be (on or about): <insert date>

**3.3** Length of rehearsal period (on or about): <insert start date>

**3.4** Date of opening performance (on or about): <insert start date>

**4. ENGAGEMENT MONIES**

**4.1 Rehearsals**

 Negotiated rate: $<insert amount> per week

 Loadings:

 <insert loading e.g overtime> $<insert amount> per week

 <insert loading> $<insert amount>per week

 <insert loading> $<insert amount> per week

 Total rehearsal rate: $<insert amount> per week

**4.2 Performance**

 Negotiated rate: $<insert amount>per week

 Loadings:

 <insert loading e.g overtime> $ <insert amount> per week

 <insert loading> $ <insert amount>per week

 <insert loading> $ <insert amount> per week

 Total performance rate: $ <insert amount> per week

**GUIDANCE NOTE (DELETE THIS LATER):**  The only loadings to be listed above are those paid on a regular weekly basis. All other loadings or penalties incurred must be paid in addition to the negotiated rate and listed loadings. Superannuation and annual leave entitlements shall be based on the total salary.

**5. TRAVEL ALLOWANCE**

**5.1** Where the Performer is required to work away from his or her place of residence as set out in Part 1, the travel allowance provisions of clause 14.3 of the Award shall apply.

**5.2** The production <is/is not> a local show.

**6. SUPERANNUATION**

**6.1** The Employer shall pay a superannuation contribution on behalf of the Performer.

**6.2** Upon commencement of employment, the Employer shall provide the Performer with a standard choice form for the purposes of nominating an eligible super fund.

**6.3** If the Performer does not choose an eligible super fund, then in accordance with the *Superannuation Guarantee (Administration) Act* 1992, the Employer will pay superannuation to any ‘stapled super fund’. If the Employee does not have a ‘stapled super fund’, in accordance with clause 15 - Superannuation - of the Award, the employer shall pay superannuation contributions to Media Super.

**7. SPECIAL CONDITIONS**

 Any special conditions agreed upon by the Performer and the Employer are set out in Schedule A of this contract provided that such special conditions shall not be inconsistent with the terms of the Award.

**8. ACCURACY OF EMPLOYEE INFORMATION**

**8.1** In connection with the employees engagement the Employer shall ensure that the Performer’s name and spelling of the same in this Contract will be used for billing and program purposes.

**8.2** Where the Employer releases biographical material of the Performer for the purpose of publicising and/or in any way promoting the production, the Performer shall have the right of approval over such material.

**9. ARCHIVAL RECORDING**

**9.1** The Employer intends to record the Performer’s performance for archival purposes and seeks the Performer’s consent to so record a performance.

**9.2** The Employer does not (at this time) intend to record the Performer’s performance for archival purposes.

**GUIDANCE NOTE (DELETE THIS LATER): Either 9.1 or 9.2 must be deleted.**

**10. JURISDICTION**

 This contract is made and is subject to the Laws of the State of <insert State>, Australia.

|  |  |
| --- | --- |
| **For the Employer:** | **For the Performer:**  |
| *(signature)* | *(signature)* |
| *(name - please print)* | *(name - please print)* |
| *(position)*  | *(position)* |
| *(date)* | *(date)* |
| *(witness signature)* | *(witness signature)* |
| *(name of witness- please print)* | *(name of witness – please print)* |

**GUIDANCE NOTE (DELETE THIS LATER):** Unless the Performer’s Agent can produce Power of Attorney, this contract must be signed by the Performer.

**PART 2 - GENERAL CONDITIONS**

**1.** The terms and conditions of your employment shall be those that apply from time to time in the Live Performance Award 2020. However, the Award is not intended to form part of your contract of employment.

**2.** The Performer is engaged exclusively by the Employer and shall not during the engagement perform or otherwise exercise his or her talents for the benefit of any other company, institution or person without written consent and such consent shall not be unreasonably withheld.

**3.** Termination of this contract shall be in accordance with clause 15 – Termination of employment, of the Live Performance Award 2020.

**4.** A party may elect to continue performance of this contract notwithstanding any breach by the other party of any term or condition of this contract and such performance shall not constitute a waiver of any of the rights of the first party.

**5.** The Employer reserves the right to stand down the Performer in accordance with the provision of Part 3-5 of the Fair Work Act 2009.

**6.** This Contract may only be varied or modified in writing, signed by all the parties to the contract.

**7.** This Contract is intended to reflect all prior understandings and, subject to clause 6 above, when signed constitutes the totality of the agreement between the parties.

**8.** The negotiated rate stated in Part 1 herein is the rate agreed between the parties at the point of acceptance of the engagement and pursuant to clause 4 does not include any additional payments payable under the Award.

**9.** Except in the case of an emergency the Employer shall provide the Performer with a contract at least 21 days prior to the commencement date of the engagement as per clause 3 of Part 1 of this Contract.

**9.1** Unless there are reasonable grounds for not doing so the Performer shall sign and return the contract within 14 days of receipt.

**10.** Notices concerning employees generally from the Employer posted on the usual notice board or addressed to the Performer in the care of the stage door keeper or sent to the Performer’s last known address will be held to be valid notices.

**10.1** Unless the Performer otherwise advises in writing, the address for the service of notices under this Contract shall be the address of his or her Agent or if the Performer is unrepresented the Performer’s contact address as specified in Part 1 of this contract. Unless the Employer otherwise advises in writing, the address for the service of notices under this Contract shall be the address of the Employer as specified in Part 1 of the contract. Notices shall be in writing and may be hand delivered or sent by post, or facsimile transmission.

**11.** One copy of the Contract duly executed by the Performer shall be retained by the Employer (a further copy will be retained for office procedures only); one copy duly executed by the Employer shall be retained by the Performer.

**PART 3 - RULES OF THE THEATRE**

**1.** The Performer shall notify the Stage Manager of any change to his/her address.

**2.** All parts written or printed are the property of the Employer and shall be returned to the Management whenever notice to that effect is given.

**3.** The Performer shall comply with the rules of the Theatre at which the Company may be rehearsing or performing and with all lawful and reasonable rules of conduct made by the Employer in so far as such last mentioned rules do not conflict with the terms of the contract and the Award.

**4.** No Performer shall alter his/her part or omit any portion thereof without the express permission of the Employer or its representative or disobey or neglect to carry out the reasonable directions of the Stage Manager, Director, Musical Director, Resident Director or Choreographer.

**5.** The Performer shall not introduce words or any material into his/her performance not in the script unless previously approved by the Management and wherever any additional material is introduced by the Performer with the Employer’s consent the Performer warrants that he/she has the right to use such material and is not infringing any copyright.

**6.** The Performer shall be in the Theatre throughout the half hour immediately before the rise of the curtain (unless required by the Employer to be in the theatre prior) and shall remain until the fall thereof unless (in either case) he/she has the express permission of the Employer to be absent.

**SCHEDULE A – SPECIAL CONDITIONS**

**1.** <insert special conditions>