



---

## The Stage Bus

19 Prestwood Road  
Weoley Castle  
Birmingham  
B29 5EB

T: 0121 585 9264

info@thestagebus.com  
**www.thestagebus.com**

---

24<sup>th</sup> April 2018

### Freelancer Terms and Conditions

The Stage Bus wish to engage your services as a freelance member of technical crew. You agree to provide this service as a self employed individual, LLP, or Ltd. company.

You will receive e-mail confirmation when you have been booked to attend an event, along with details of departure times and what your role will be. Due to the nature of our work, there may sometimes be changes to this, and The Stage Bus will always strive to make you aware of these as soon as possible. If these changes mean you are unable to complete the event then we ask that you let us know as soon as possible.

We will normally depart and return from each event to Birmingham, though on some events it may be possible for you to travel direct to event sites if you wish. It is vital you arrive when you say you will so that the event can happen on time. Please note that unless otherwise agreed you are responsible for your own travel costs to our premises in Birmingham or to the event site if you chose to travel direct.

You will be provided with a Stage Bus crew polo shirt. Please wear this and practical dark trousers or shorts, unless specifically told otherwise. Spare fleeces and waterproofs can usually be found on the vehicles, however you may be more comfortable if you bring your own (preferably in a dark colour). If an overnight stay is required, this will normally be on one of the vehicles. We do have sleeping equipment available (sleeping bags, pillows etc.), but please let us know in advance if you wish to use it. Again, you may be more comfortable with your own!

As part of our booking terms and conditions events are asked to provide a basic hot meal for crew on events lasting more than 4 hours, unfortunately due to the nature of some events this is not possible however we will aim to inform you prior to the event if this is the case. Please make sure we are aware of any specific dietary requirements. If your needs are very specialised, you may find it easier to bring your own food.

You will be expected to invoice within 30 days after the event end date. Invoices should be sent to [accounts@thestagebus.com](mailto:accounts@thestagebus.com) or posted to "The Stage Bus Accounts, 19 Prestwood Road, Birmingham, B29 5EB". Payment is usually made within 30 days of your invoice and will be paid by bank transfer, please ensure you include bank details when sending invoices. Any reasonable expenses made on behalf of the business will be refunded on submission of an appropriate receipt.

Whilst on events you will be required to carry a working mobile phone to enable to you keep in contact with client (such as in the event of travel delays) or for emergency use. We will not share your mobile number with third parties, however by working for us you agree to us sharing your number with the client so that they can contact you in relation to the event.

As a freelancer you will be required to work in accordance with policy as set out by the company at all times when representing The Stage Bus. Any additional paperwork (including Health & Safety Policy and Risk Assessments) will be made available on successful completion of your application.

### Intoxicating Substances at Work

Statistics show that those who drink excessively, **or inappropriately**, in relation to work are more likely to endanger their fellow workers, have accidents at work and be less efficient.

- ***Promote a responsible attitude to drinking within the Organisation by:***
  - encouraging safe and sensible drinking habits;
  - making known to crew members the harmful effects of the excessive consumption of alcohol;
  - minimising problems and accidents at work arising from alcohol and its misuse;
  - promoting the well-being and health of crew members.
  
- ***Promote a responsible attitude to drugs within the Company by:***
  - making known to crew members the harmful effects of drugs;
  - minimising problems and accidents at work arising from the misuse of drugs;
  - promoting the well-being and health of crew members.

#### **Prohibition on alcohol consumption in the workplace**

Social drinking is, of course, a personal matter and does not directly concern The Stage Bus. The Company's concern only arises when, because of the pattern or amount of drink involved, a crew members work or health is at risk. Even a small amount of alcohol can affect work performance and, if an employee is found under the influence of alcohol at work, there could be serious safety, work and personal consequences. This is especially true concerning the active nature of most crew work on events.

No alcohol must be brought onto or consumed on Company premises (including our vehicles / mobile stages / trailers) during normal working hours. This includes, for this purpose, lunchtimes and similar breaks. Crew Members must not drink alcohol if they are required to drive private or Company vehicles on business, or on occasions it is reasonable to presume they may be required to conduct any manual work.

Crew Members representing the Company at business functions, providing hospitality or attending Company organised social events outside normal working hours will be expected to be moderate if drinking alcohol and to take specific action to ensure they are well within the legal limits if they are driving.

Any breach of these rules will be viewed as gross misconduct and termination of contract.

**Prohibition on unlawful drugs in the workplace**

If an employee is found under the adverse influence of drugs at work, there could be serious safety, work and personal consequences.

No drugs be brought onto or consumed on Company premises at any time (other than for purely medicinal use). Staff must not take drugs if they are required to drive private or Company vehicles on business.

Staff representing the Company at business functions, providing hospitality or attending Company organised social events outside normal working hours are prohibited from taking drugs on these occasions.

Any breach of these rules will be viewed as gross misconduct and termination of contract.