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1. The Agreement

- a) It has been agreed between Alice Adams Lemon (National Official Northern Ireland) for Equity, and Rachel Melaugh (Creative Director) for In Your Space Circus Limited (referred to as 'The Company' hereafter) that all stage productions by The Company shall use the following as their minimum terms for the engagement of performers and stage managers (referred to as 'Company Members' hereafter).
- b) This agreement is to commence on 15 February 2023 and subsist until further notice. Either party may terminate this agreement by giving one month's written notice.
- c) The agreement will be reviewed jointly by The Company and Equity annually to ensure terms, conditions and rates are appropriate and current and will be no less than the rates of the ITC/Equity Agreement at the time of contracting the artists.

2. Use of this Agreement

- a) This Agreement will form the basis of each individual Contract of Employment.
- b) A copy of this Agreement must be provided with each individual Contract of Employment of Stage Managers and/or Performers.
- c) A copy of this Agreement must be available on The Company website.

3. Recognition

The Company recognises Equity as the only appropriate body to negotiate terms and conditions collectively for the engagement of Performers and Stage Managers ("Company Members").

The Company and Equity believe that the industry is strengthened by union membership and therefore:

- Company Members who are not members of Equity shall be encouraged to join
- The Manager will provide space and time for Company Members to hold Equity meetings during working hours, including a meeting early in the engagement to elect a Deputy
- The Manager shall send the following to their local Equity office as soon as possible:
 - full cast list (including stage management and creative team)
 - production schedule

4. Variation:

- 1) In very exceptional circumstances, The Company may apply to vary the terms and conditions and/or the minimum wage set out in this Agreement. Any application to vary the Agreement must be made well before contracts are to be issued and must have been agreed by Equity before contracts are issued.
- 2) An application to pay a wage below the agreed Equity minimum rate must include information on the funding and scale of the production. No application to vary the minimum wage to a rate below the National Minimum Wage will be accepted.
- 3) Details of any agreed variation must be notified in writing to prospective Company Members before they are contracted.

5. Implementation of the Agreement:

- 1) This Agreement came into effect on 15 February 2023. This Agreement was revised on 12 March 2025 with immediate effect.



Alice Adams Lemon

Equity



Rachel Melaugh

In Your Space Circus Limited

In Your Space Circus Limited / Equity Agreement

Contract for the engagement of Performers and Stage Managers

This Agreement is made on the _____ day of _____ 20__

and sets out the specific details of this engagement, which are based on minimum terms and conditions agreed between In Your Space Circus Limited and Equity.

This Agreement is made Between (Company Name)	And
("the Manager") OF (Address)	("the Company Member") OF (Home Address)
Company Base (if different from above)	Manager's Tax Ref. No.
	Co. Member's Tax Ref. No.
	Co. Member's NI No.
	Co. Member's Equity Pension No. (if applicable)

A. Details of Engagement

The Manager engages the Company Member	
In (name of production etc.)	
By (written, devised etc.)	
To (tick/complete as required)	
(a) undertake stage management duties	
(b) play the part(s) of	
(c) play as cast	
(d) participate in workshops	
(e) understudy the part(s) of	
At: (Venue, on tour, etc.)	
In addition, the Company Member may be asked to undertake the following extra duties, e.g: driving, get-outs, etc.(include all extra duties)	

B. Period of Engagement

Delete two of the clauses below -

The Engagement shall start on _____ day of _____ 20__ and continue:

- 1) For a fixed period of _____ consecutive weeks, to finish on _____ (full weeks)
or
- 2) For a fixed period to finish on _____ (daily working as set out in the attached schedule)
or
- 3) For an indefinite period, until the engagement is terminated by either party giving the other not less than _____ complete weeks written notice (not less than 3 weeks) (daily or full weeks)

C. Exclusivity of Engagement

- 1) The Company Member declares at the time of signing this contract that they have no engagement with any other person or company that might prevent them from carrying out this contract.
- 2) The Company Member agrees not to work for any other person or company on any day when they are engaged under this contract, without the Manager's prior written permission. Where the Company Member is engaged for a full week this means Monday to Sunday inclusive.
- 3) The Manager shall not unreasonably refuse a request from the Company Member for permission to do other work. The Manager shall, however, take the provisions of the Working Time Regulations into account when considering a request to do other work.

D. Company Member's Obligations

- 1) The Company Member agrees to perform the services required under this Contract.
- 2) The Company Member, if a Performer, agrees to play their part(s) as directed and not to introduce into their performance material not previously approved by the Manager.

E. Number of Performances & Workshops

The Company Member shall perform no more than the following number of performances/workshops in any week

_____ performances and/or _____ workshops

Full length productions: 8 per week

Performances one hour or less: 10 in a week where there are also workshops,
otherwise max.12

Workshops: 3 per day and 12 per week

F. Financial Provisions: Salary

- 1) The Manager shall pay the Company Member the sum of _____ per week/ part week/day, exclusive of any allowances or holiday pay that may apply.

This must be at least the current ITC/Equity minimum, for example 2025 / 2026 are as set out in the Rates Sheet at the end of this Contract. The minimum day rate can be used where engagements are for up to three days in any working week, as defined in Clause H.1) below. Where the Company Member is called for four days or more in any working week they shall be paid at least the minimum weekly salary.

- 2) The above sum of £_____ per week includes up to _____ hours overtime payment /does not include overtime payment* (*delete inapplicable phrase)

- 3) Payment shall be by..... (method) on (day)(Requests for cash payments in the first week shall not be unreasonably refused)

- 4) Pre-engagement Call: Where the Company Member attends a call before the start of the engagement at the Manager's request, s/he shall be paid as follows:

- a) at least the minimum daily rate set out above
- or
- b) where the call is for less than 4 hours at least half the minimum daily rate
- c) plus agreed travelling expenses (the Company Member must provide receipts)

5) Scope:

- a) The Company Member's weekly salary covers rehearsals, performances, travel, workshops (preparation and participation), costume fittings, photographic sessions and any other duties set out in the Contract
- b) For Dancers this includes participation in classes
- c) Understudying:
 - i) A Company Member contracted only to understudy
 - (1) should not understudy more than 3 roles for the minimum salary
 - (2) need not receive extra payment if they have to perform.
 - ii) A Company member contracted to perform and understudy should receive
 - (1) a mutually agreed additional "obligation payment"
 - (2) further additional payment if they perform an understudy role.
- d) This salary includes input from the Company Member for contributions to devising work. Devised plays for which the Company member is asked to contribute significant individual work will accrue an additional payment to be arranged prior to the contribution.
- e) Touring Travel:
 - i) For necessary travel on tour, a Company Member must be provided, either
 - (1) Suitable means of travel via a company vehicle
 - (2) If mutually agreed, expenses for using their own vehicle at UK Government guidance on mileage rates (<https://www.gov.uk/government/publications/rates-and-allowances-travel-mileage-and-fuel-allowances>)

(3) Tickets for standard rail travel between destinations or full reimbursement of expenses for purchase of tickets

G. Financial Provisions: Expenses

The Manager shall pay the Company Member the following expenses:

- 1) Where the Company Member is relocating to work for the Manager, the cost of travel between the Company Member's home and Company Base at the beginning and the end of the engagement. This sum can be subject to a pre-agreed maximum.
- 2) When the company member is living away from home, the manager will either:
 - a) provide accommodation /
 - b) pay the daily accommodation allowance of £..... (meal allowances apply) /
 - c) pay the weekly living away allowance of £.....(*delete two of these options)

The Manager will wherever possible provide reasonable accommodation for a Company Member whose home address is 25 miles or more away from the place of work, save for when the Company provides safe travel or mileage to Company members' homes for arrival prior to midnight, such time to be included as working time.

Where accommodation is not provided either the Daily Accommodation Allowance or Weekly Living Away Allowance will be paid.

The Weekly Living Away Allowance applies either where the company member relocates to the company base (e.g. rehearsal period) or any period of a week or more where the company is in one place (e.g. on tour).

Where the Manager provides self-catering accommodation with basic cooking supplies (milk, oil, salt, pepper, etc) for a week or more, daily meal allowances will not be payable.

Commuting Costs: If the Company Member is not receiving either accommodation or accommodation allowances and is incurring costs for travel, they may claim fares or petrol costs from the Manager, on a weekly basis. There is a weekly threshold (set out in the Rates Sheet at the end of this Contract) below which commuting costs will not be reimbursed and reimbursement is capped at a maximum weekly sum equivalent to the relevant living away allowance for relocation Cost ceiling.

3) Daily Meal Allowances (per diems) are payable in conjunction with overnight stays or where the working day is over 10 hours. The Manager shall provide either:

- i) Where breakfast is provided: one meal /one meal allowance of £..... (see Rates Sheet for minimum allowance) or

- ii) Where breakfast is not provided: two meals / two meal allowance of £ (see Rates Sheet for minimum allowance)

H. The Working Week

- 1) The working week is defined in this Agreement as the 7 days starting on Monday.
- 2) In rehearsal weeks, there must be at least
 - i) Two free days within each working week as defined in H.1 above.
 - ii) In exceptional circumstances, one free day in each working week as defined in H.1 above, only by mutual agreement.
- 3) There must be at least one free day in each working week as defined in H.1) above, which is not a rehearsal week.
- 4) A maximum of 12 days can be worked between any two free days, where this does not infringe the provisions of H.2 above, an example of how this might work is given below:

	Mon	Tues	Wed	Thurs	Fri	Sat	Sun
Week 1: Free day	X						
Week 2: Last possible free day							X
Week 3: Last possible free day							X
Week 4: Free day				X			
Week 5: Last possible free day							X

- 5) The maximum hours that the Company Member can work in a week for their basic salary are set out below:
 - a) 35 hours in a week where there are only performances and/or workshops, i.e there is no called travel, rehearsal, get-ins/get-outs or calls for publicity, filming etc.
 - b) 40 hours in a rehearsal week
 - c) 43 hours in
 - i) a rehearsal and performance/workshop week
 - ii) any week where in addition to performances, workshops or rehearsals there is also called travel, get ins/get-outs or calls for publicity, filming etc.
 - d) 46 hours in a production week (one designated production week per production)
- 6) If the hours above are exceeded the Manager should try to give the Company Member Time Off in Lieu (TOIL) as soon as possible.
- 7) Compensatory overtime payment will be given if the total hours worked over the engagement exceed the aggregate of the hours set out above, whether TOIL has been given or not, see Section K below for details.
- 8) Should a Company member request to amend the free day scheduled within any working week, this will be accommodated by mutual agreement where this does not infringe the provisions of H.3 above.

I. The Working Day

- 1) The maximum length of any working day shall be 10 hours. Compensatory overtime payment will be given if the total hours worked over the engagement exceed the aggregate of the hours set out above, whether TOIL has been given or not, see Section K below for details.
- 2) Working time does not include –
 - a) Tea breaks
 - b) Meal breaks
 - c) Travel between home/local accommodation and Company Base (“Company Base” may be company office/rehearsal room/van pick up point/performance venue)
 - d) Overnight travel by plane, boat or train required by the manager.

Wherever possible Company Members should be notified of the First Call for the following day by 6.00pm or by the end of the afternoon working period, whichever is earlier.

J. Breaks

- 1) Meal Breaks: The Company Member must have a one-hour meal break between morning and afternoon working periods and between afternoon and evening working periods. This may be reduced to 30 minutes for YPT companies working in schools, however, wherever possible a longer break shall be given.
- 2) Tea Breaks: The Company Member must have a break of 15 minutes within any continuous working period of 3 hours.
- 3) Overnight Break: The Company Member must have a break of at least 11 hours free of calls at the end of each day’s work.
- 4) Wherever possible breaks shall be taken at mutually agreed times near to normally accepted meal times.
- 5) The Company Member has the right to refuse to miss a meal or tea break.
- 6) Where all Company Members agree to miss a tea break this shall not be treated as overtime.
- 7) Where the Company Member misses breaks (except as excluded in J.6) they must be compensated with overtime, paid at 1.5 time for each quarter hour break breached. Breached breaks that have been compensated with overtime and tea breaks that have been missed by mutual agreement are not included in the totals of hours work compiled at the end of the engagement.
- 8) Where the Company Member works for 6 hours or more in a day the law says that they must take at least 20 minutes break time, this cannot be waived by mutual agreement.

K. Toil & Overtime Payment

- 1) Where the Company Member works hours over those in Clauses H and I they shall be compensated with TOIL or, if there is not time to give TOIL, with overtime payment as set out in K.2 below.

TOIL:

- a) Time off equivalent to the extra hours worked should be given as soon as possible.
- b) TOIL is to be taken in units of half or whole days (e.g: if only 3 hours extra work has been done a half day's TOIL shall be given).
- c) Compensatory TOIL may be given in advance if there is sufficient time available after all mandatory rest days have been allocated. The Company Member must be made aware of any advance TOIL days when they enter into the contract.

2) Overtime Payment:

- a) If the total hours the Company Member has worked over the engagement are more than the sum of their appropriate weekly hours, as set out in Clause H.4, the Company Member shall receive additional payment at the end of the engagement.

Calculation of appropriate weekly hours	
3 weeks rehearsal @ 40 hours	= 120 hours
+ production week	= 46 hours
+ 2 performance weeks with other calls 43 hours	= 86 hours
+ 3 performance weeks no other calls 35 hours	= 105 hours
Sum of appropriate weekly hours	= 357 hours

b) Overtime payment shall be paid as follows:

- i) For the first 20 hours at a rate of time and a half extra.
- ii) For any hours over 20 double time extra.
- iii) This extra payment shall be calculated and paid on a pro rata basis for each half hour worked, except for compensation for breached breaks for which 15 minute payments shall be made.
- iv) The basic hourly rate for the calculation of overtime payments is the Company Member's basic weekly salary divided by 35.
- c) For any hours over 57 hours in any working week, time and a half. Time which has been compensated with overtime under this clause shall not be included in the total of hours worked for the purposes of K.2.a) above.
- d) Where the Manager is paying the Company Member at a rate over the minimum this may include payment for an agreed number of hours of overtime. These hours should be deducted from the final aggregation of hours at the end of the engagement (as set out in K.2) a) above) for overtime payment.

Example	
Sum of appropriate weekly hours	= 357
Total hours actually worked	= 410
Hours overtime due	= 53
Less pre-agreed hours for extra pay	=10
Hours for which extra pay due	= 43

3) Time Sheets: The Company Member must complete time sheets and submit them to the Manager at the end of each week of the engagement.

L. Time Off

1) Holidays:

a) Amount of Holiday: The Company Member is entitled to 55% of a day's paid holiday for each week worked, from the first week of the engagement.

b) Timing of Holidays:

i) Holiday during the engagement shall be taken at a date set by the Manager.

ii) Holiday taken during the engagement must be a block of at least 0.5 consecutive days.

iii) Notice of holiday dates should be given by the Manager at the time the contract with the Company Member is made. If this is not possible, the Manager should give the Company Member at least two weeks' notice of holiday to be taken during the engagement.

iv) Notice of holiday dates should be given by the Manager at the time the contract with the Company Member is made. If this is not possible, the Manager should give the Company Member at least two weeks' notice of holiday to be taken during the engagement.

c) Payment in Lieu of Holiday:

i) If holiday is not taken during the engagement the Company Member must receive pay in lieu of holiday at the end of the engagement

ii) Pay in lieu of holiday shall be at a rate of 55% of actual daily salary (averaged over the period of the engagement) from the commencement of the engagement to the end of the engagement. (Actual daily salary is weekly rate divided by 6.)

d) Public Holidays:

i) If the Company Member is required by the Manager to work on a Public or Statutory holiday they shall be given an extra free day within 2 weeks.

ii) Where an extra Free Day is not given, the hours worked shall be counted twice when aggregating hours at the end of the engagement for the purposes of overtime calculation.

iii) Public holidays should be deducted from the weekly hours when aggregating i.e: a 35 hour week that includes one public holiday should be included in the aggregate as a 29.16 hour week.

2) Sickness:

a) The Company Member must notify the Manager on their first day of absence through sickness and, wherever possible, give an idea of the cause and likely duration of the absence.

b) The Company Member must provide evidence of illness (a self-certificate for absence up to 7 days and then a doctor's fit note) within 5 days of notification of sickness. The Manager shall have the right to have the Company Member medically examined, at the Manager's expense, by an appropriately qualified medical practitioner.

c) The Manager shall pay the Company Member as follows:-

i) their full basic salary for the first week of absence

ii) half their full basic salary for the next three week(s) of absence

- iii) at least Statutory Sick Pay (SSP) for the remainder of the Company Member's contract or the statutory period for SSP (whichever is the shorter).

This shall not prejudice the Manager's right to give the Company Member written notice to terminate the contract, if it is clear that the Company Member's illness or injury will prevent effective participation. Such termination shall have immediate effect, however, the Manager shall continue to pay the Company Member the appropriate payments in line with L 2) c) above.

- 3) Family Friendly Leave: The Company Member shall be entitled to the same time off and payment for paid or unpaid ante-natal, maternity, paternity, adoption and parental leave that would apply if they were Class 1 NI contributors and to dependent care and crisis events leave in line with statutory provisions for employees. Statutory qualifying periods also apply to this clause.

M. General

- 1) Pension: The Manager shall make employers' pension contributions in respect of the Equity pension scheme where the Company Member has joined the scheme. As follows:-
 - a) The Manager will make a contribution of at least 5%, based on current banded earnings. The Company Member will also make a contribution of at least 3%, based on current banded earnings. Companies who pay higher contributions to workers in their auto-enrolment scheme are strongly encouraged to make the same contributions for Equity scheme members.
 - b) Contributions will be deducted from the Company Member's pay weekly at source.
 - c) Contributions will be remitted to the Equity Pension provider (currently AVIVA via First Act) on a monthly basis
 - d) A statement of pension contributions shall be included in the Company Member's pay slips.

Pension contributions are taken from "banded earnings"; that is the Company Member's earnings between a statutory lower and a statutory upper threshold. Current rates can be found on the Pensions Regulator's website.

- 2) Disciplinary, Dismissal and Grievance Procedures: The law requires the conduct of any disciplinary action or dismissal to be "reasonable". Guidelines of good practice are set out in the LRA Code of Practice Dismissal and Grievance Procedures:
<https://www.lra.org.uk/resources/codes-practice/code-practice-disciplinary-and-grievance-procedures-3rd-april-2011>

- 3) Absence without Cause

- a) If the Company Member is absent for any part of the working day because of their own negligence, the Manager may make deductions from the Company Member's salary on a pro rata hourly basis.
 - b) Any absence without reasonable cause or explanation will be treated as gross misconduct and shall entitle the Manager to dismiss the Company Member.

- 4) Press/publicity

- a) The Company Member agrees:
 - i) To co-operate in calls for publicity purposes, which are working time
 - ii) To provide personal biographies in a form and by [DATE] and to allow the Manager to edit such biographies, unless agreed otherwise
 - iii) Not to make any press announcements regarding the engagement except at the Manager's request
 - iv) That the inclusion/position/size of type etc of the Company Member's name on publicity material shall be at the Manager's discretion
- b) The Manager agrees not to commit the Company Member to personal interviews without their consent. (Reimbursement of expenses should be arranged before an interview)

5) Photographs & recording

- a) The Company Member agrees/does not agree (delete as appropriate, agreement should not be unreasonably withheld) that the Manager may
 - i) Photograph their performance during rehearsals, performances or photo calls, without additional pay.
 - (1) Such photos may only be used for publicity for the relevant production or for general publicity for the Company.
 - (2) Photographs depicting the Company Member nude/semi-nude and/or sex acts should only be used for direct publicity for the production and only with the written consent of the Company Member.
 - (3) Where the Company Member's image is used by the Manager in future materials unconnected to the production the company member was engaged for, the company member shall be credited by the Manager.
 - (4) Where the Company Member's image is used by the Company Member in future materials unconnected with the production the Company Member was engaged for, the Company Member shall make best endeavours to credit the Manager.
 - (5) Wherever reasonably possible, credits shall be made in accessible text (i.e. ALT Text)
 - ii) Record their performance/rehearsals without additional pay in the following circumstances:
 - (1) for playback during rehearsals or similar private purposes.
 - (2) for the Company's archives (if the Manager has the consent of all company members involved)
 - (3) in order to make a DVD, CD, video (or other electronic format) of no more than ten minutes finished length for publicity purposes (including use on company website). This should not be broadcast on TV, video, cable or satellite television, national or local radio (or any other medium existing now or in the future), or be used as an educational resource, without the prior consent of Company Members involved.
- b) The Manager agrees that Company Members will not be required to take part in filming for News/Magazine programmes unless
 - i) All Company Members involved in making the recording have given prior consent.

- ii) Payment by the programme company has been agreed before recording and is at least the minimum rates negotiated by Equity (see Rates Sheet below).
- c) The Manager will not make or agree to the making of mechanical or electronic recordings of the Production, live streaming or other mechanical or similar reproduction of the full performance for commercial use without the consent of the performers and with prior negotiation of rates of pay with Equity, who can advise on industry standard rates for these uses.
- 6) Stage Management
 - a) There will be a team of [number/grades] stage management for this production

The Stage Management team should reflect the needs of the production i.e: workload, safety, size and amount of set and involvement of other Company Members in Stage Management duties. The following staffing levels are recommended:-

Productions with 9 or more performers: at least 2 dedicated Stage Managers.

Productions with fewer than 9 performers: at least 1 dedicated Stage Manager.

“Minimal” productions e.g. less than 4 performers, minimal set, get-in less than 40 mins. may be able to operate without a dedicated Stage Manager.

- b) An artist engaged to undertake stage management duties may be required to appear on stage.

7) Costume & property

- a) The Manager will provide the following (delete those not applicable)
 - i) Costumes.....
 - ii) Hair-pieces/wigs.....
 - iii) Make-up.....
 - iv) Specialist footwear.....

Items provided by the Manager must not be removed from the Theatre.
- b) The Company Member agrees to provide his/her own property for use in the Production as follows (e.g: costume items, musical instruments, props)
(delete if inapplicable) for which the Manager shall pay the Company Member a fee of £.....
- c) Where 7.b) above applies the Company shall:
 - i) Pay the Company Member for any necessary specific and appropriate insurance by the Company Member as an expense (the Company Member shall provide a valuation of the insurance for approval and proof of insurance once paid for this purpose).
 - ii) Ensure any costume provided by the Company Member is maintained and fully cleaned at the end of the engagement.
 - iii) Pay for all ‘consumable items’ required for musical instruments e.g: strings, reeds etc.
- d) Maintenance:
 - i) The Manager shall ensure that costumes, hair-pieces, wigs, are kept clean, in good repair and replaced where necessary.

ii) Where the Company Member's duties include washing and maintenance of costumes

(1) The Manager shall ensure that the Company Member knows the system for this work.

(2) Time spent on washing & maintenance shall count as work time.

8) Policies

Manager shall have the following up to date policies which must be adhered to in practice and monitored regularly and made available to the Company Member at the point of contract:

1. Equal Opportunities 2. Dignity at work 3. Environmental sustainability

9) Injury and Treatment

Where a Company Member is injured at work and the most appropriate therapy is not available on the NHS, the Manager should contribute to the cost of treatment, as follows:

- First 2 visits payable by the Manager.
- Third visit – ½ payable by the Manager and ½ payable by the Company Member.
- Fourth visit – 1/3 payable by the Manager and 2/3 payable by the Company Member.
- Fifth and subsequent visits payable by the Company Member.

10) Intellectual Property

a) The Company member is only entitled to utilise the Intellectual Property of the Company's when working with that Intellectual Property during the scheduled run at the time the Company member is under contract.

b) Copyright arrangements for devised plays will be discussed and agreed with the Company member prior to contracts being issued.

N. Early Termination of Contract

1) Summary Dismissal: An Act of Gross Misconduct may result in summary dismissal. The following is a non-exhaustive list of examples of what might constitute Gross Misconduct:

- a) Theft of or malicious damage to company property.
- b) Incapacity due to being under the influence of alcohol/non-prescribed drugs.
- c) Physical assault or fighting.
- d) Sexual harassment.
- e) Abusive behaviour e.g: sexist, racist, ageist and other oppressive behaviour.
- f) Gross incapability – where the employee's negligence or actions jeopardise the production (this may include failure to learn their part or take direction).
- g) Serious infringement of safe working practices.

2) Failure to Produce: If for any reason the Manager does not produce the production the Manager shall pay the Company Member the following, in satisfaction of all claims:-

- a) a sum equal to 3 weeks salary or to the number of weeks for which the Company Member has been engaged for a definite period (whichever is the shorter)

- b) any other payments due up to and including the day when the Manager notifies the Company Member of the termination of the production

Signed as agreed

Manager

Company Member / Agent

Rates Sheet

Minimum rates of pay for performers & stage managers 1 April 2026/1 April 2027

Weekly Salary	£631.00
Minimum Daily Rate for 3 days or less. 4-6 days paid at the weekly salary	£139.00
Commuting Costs Threshold: <i>Where relocation is not being paid travel costs over this are repaid</i>	£35.01
Commuting Costs Ceiling: <i>Maximum payable per week, above the threshold</i>	<i>In London £178.27 Outside London £145.58</i>
<i>It is recommended that the Manager provide accommodation. Where the Company Member finds their own accommodation pay the allowances below.</i>	
<i>Daily Accommodation Allowance: where Company Member arranges hotel/B&B</i>	<i>In London £62.04 Outside London £56.82</i>
<i>Daily Accommodation Allowance: where Company Member stays with friends etc. (not own home)</i>	£29.00
Meals: <i>Daily where breakfast is provided</i>	£25.28
Meals: <i>Daily where breakfast is not provided</i>	£35.84
<i>Weekly Living Away Allowance: To apply to all weeks where the company member has a home address more than 25 miles away from the place/s of work, whether rehearsal or performance venue/s and they choose to relocate</i>	<i>Inside London £518.25 Outside London £474.63</i>

Recording by Broadcasting Companies

Equity has agreed minimum conditions with broadcasters for News/Magazine programmes:

- All Company Members involved in making the recording must have given prior consent (whether or not they are included in the broadcast extracts).
- Payments are the responsibility of the programme company and should be agreed before recording is allowed.
- Recordings must not be made in the presence of a paying audience.
- These arrangements do not apply to video, DVD/CD etc recordings for commercial use. Such recordings should be negotiated via Equity.

- Interviews: Where Artists are invited to record a personal interview, it must be with the agreement of the Artist(s) involved. Expenses incurred should be reimbursed and it will be at the Artist's discretion whether or not a fee is also agreed before recording.
- For News Access (News Bulletins, News Items In News Magazines) including regional news, contact National Official, Equity

Appendix A

Place of work/health and safety

1. The Manager shall provide a rehearsal space with toilets, adequate heating, lighting, ventilation, and access to drinking water & tea and coffee making facilities.
2. There shall be a shaded rest area available to company members at all venues.
3. The Manager shall have a written Health and Safety Policy which shall include procedure for risk assessment of all productions and provision for Health and Safety training for Company Members where appropriate.
4. The Manager shall have a clear written cancellation policy for shows due to bad weather. This shall include procedures for cancelling a show in the case of flooding or excessively boggy ground, lightning overhead, dangerously high winds and/or extreme heat. The Manager shall make clear who has responsibility for deciding whether to cancel a show. This shall include provision for delegation of responsibility for cancellation to a company member on site if the Manager is not physically present on site to assess the risk to company members.
5. The Manager shall make sure that all the set and costumes are in good repair at the beginning of the tour and shall provide any necessary training and equipment needed for ongoing maintenance.
6. The Manager shall provide any necessary protective clothing and equipment for get-ins, get outs, loading and unloading.
7. The Manager shall provide any necessary protective clothing for adverse weather conditions. These must include equipment to fully cover a company member's body i.e., a waterproof coat/rain poncho, waterproof trouser covering.
8. The Manager shall make sure that adequate lighting is provided for get-outs.
9. The Manager shall have Employer's Liability Insurance.
10. If stage fighting is required, the Manager shall engage a qualified fight director.
11. All electrical equipment shall be placed in an area that is completely waterproof or shall be rated for outdoor use. Suitable training shall be provided for company members who are required to operate electrical equipment.
12. The Manager shall ensure that any stage surfaces are coated in wet weather non-slip materials.
13. The Manager shall ensure there is suitable and sufficient facilities with adequate privacy for company members to change clothes.
14. The Manager must provide a touring manager who is on tour with the company at all times. The Manager will provide a touring manager who is not a company member (performer/stage manager) wherever reasonably possible