

# Natural History Camera Crew Collective

## Booking Agreement

The following agreement is to ensure clear communication, fair treatment, and a standard policy for all freelance camera crew working within natural history filmmaking. For more information on this agreement see [www.NaturalHistoryCameraCrewCollective.com](http://www.NaturalHistoryCameraCrewCollective.com)

### **Booking Form and Definitions**

#### **Today's Date:**

*Freelancer* (Name and Company name):

*Day Rate* (for all contracted days):

*Total Number of Contracted Days*:

*Shoot Start Date / Shoot End Date*, or, *Shoot Date Range* (if exact start / end dates are not known yet):

*Production Company*:

*Production Title*:

*Shoot Name*:

*Shoot Location*:

*Job Title* (and responsibilities):

*Freelancer Kit Rate*:

**Terms and Conditions** - The below terms and conditions should be reflected within the production contract. Until these terms are agreed, the *Freelancer* will remain open to other work opportunities.

**1 - Deposit:** A 25% non-refundable deposit of the *Day Rate* for the *Total Number of Contracted Days* must be paid to secure a booking and allow the *Freelancer* to turn down other work offered across this shooting period between the *Shoot Start Date / Shoot End Date / Shoot Date Range*. The *Freelancer* will no longer be holding dates as 'pencils' that they are not confirmed for - this reflects the commitment and investment undertaken prior to shoots.

**2 - Cancellation:** The following cancellation policy is required upon booking - the cancellation fee is a % of the *Total Number of Contracted Days* for services only. Cancellation fees will be charged 30 days from the date of cancellation.

- Cancellation within 30 days of shoot start date incurs 50% cancellation fee (minus deposit)
- Cancellation within 14 days of shoot start date incurs 75% cancellation fee (minus deposit)
- Cancellation or change of duration once the shoot has started through no fault of the *Freelancer* incurs 100% cancellation fee (minus deposit)

### **3 - Termination:**

- 3.1 At any time where, due to exceptional circumstances, the *Freelancer* cancels the booking, the *Freelancer* will return the deposit to the *Production Company*
- 3.2 Within 30 days of the shoot start date;
  - 3.2a Where the *Production Company* cancels the booking, or requires date changes, the cancellation policy will apply.
    - 3.2a.1 Where the *Production Company* requires date changes to a booking that the *Freelancer* can accept, this is considered a new booking. 3.2a are the standard terms, but it will be at the *Freelancers* discretion not to charge a cancellation fee depending on their individual situation.
  - 3.2b Where the booking duration is reduced the *Total Number of Contracted Days* will be honoured by the *Production Company*
- 3.3 Where a cancellation fee applies, if the *Freelancer* is able to secure an alternative booking of a similar duration within 30 days, at their discretion, they may not charge a cancellation fee.

**Signed on behalf of the production company** \_\_\_\_\_

Name and position:

Date:

**Signed on behalf of the Freelancer** \_\_\_\_\_

Date:

*Please note rates and terms can change without notice. They are given in relation to each booking individually, and are not for the lifetime of a production, or any subsequent shoots with the production company. Rates will be regularly updated and adjusted with inflation. Rates are exclusive of VAT*