



OPUS MEDIA PRODUCTIONS

SOUND ENGINEERING, EVENT PA & LIGHTING SERVICES

TERMS & CONDITIONS

Introduction

All bookings and sessions are subject to the Terms & Conditions set out in this agreement document ('agreement') and relate to the provision of location recording services by Opus Media Productions to the client. Please read them carefully. By booking our services, you agree to be bound by this agreement. No changes or amendments to this agreement can be made without prior consultation of both parties. Any changes or amendments must be made in writing and signed by both parties. All bookings and sessions are subject to the Terms & Conditions set out in this document. Please read them carefully.

1. Services and Rates

1.1 Description of Services

The rates include the setup, operation and dismantling of sound, PA, and lighting equipment necessary for most live events, including live music events/performances or conferences. Additional equipment or staff requirements beyond the agreed scope will be discussed with the client and any additional charges will be quoted separately. Discounts are available for multi-day bookings (three days or more).

1.2 Modifications

Any modifications to the services must be agreed upon in writing by both parties.

1.3 Rates

- Sound engineering daily rate: £300.
- Provision of PA equipment for a typical band setup. PA consists of a Fohhn XS-20 sub with two full range XT-22 satellite speakers and powered stage monitors: £200.
- Provision of lighting equipment (no flying rig) for a typical band setup: £150.

N.b. We are also able to provide video recording and live streaming services for live events (two broadcast quality cameras setup), professional multitrack audio recording and audio/video post

production services, including mixing, mastering and video editing for use on post show showreels and SM feeds. Please enquire for pricing on these services.

2. Booking and payment

2.1 Booking process and booking fee: A signed booking form agreeing to these terms and conditions must be returned within 7 days of receipt. A 50% deposit is required at the time of booking to secure the date and time of our services. Our services are not booked until the deposit has been paid.

2.2 Payment terms: The remaining balance is due within a week at the latest following the live event. We accept payment via BACS.

2.3 Late payments: Late payments may incur an additional fee of 10% of our full day rate (£300) for each day payment is delayed.

3. Cancellation and refunds

3.1 Client cancellation

If you cancel your booking within 14 days of your event, your deposit is not refundable (exceptions will be made for serious illness or other medical emergencies, not for lack of funds).

3.2 Cancellation on our part: In the unlikely event that we have to cancel our agreement for the provision of our services to you due to unforeseen circumstances on our part (i.e. serious illness or other emergencies), we will refund all payments made by you.

3.3 Refunds: We pride ourselves in providing the highest quality service possible to all our clients. We work hard and diligently to ensure that we fulfill your brief and meet your expectations during every stage of your project. We will often go the extra mile to ensure that we exceed your expectations. We do not provide any refunds once the work has been completed.

4. Rescheduling of date(s)

4.1 Client rescheduling date(s): You may request to transfer the booking of our services for your live event to a later date at no extra charge subject to a minimum of one week's advanced notification. We will make every reasonable effort to accommodate the new schedule but cannot guarantee availability. If advanced notification is not given in a timely manner, a surcharge of £25 will be applied in lieu of the notice.

5. Force majeure and crew availability affecting delivery of the agreed services

5.1 Force majeure: We are not liable for failure to deliver the agreed services due to circumstances beyond our control, including but not limited to acts of God or government restrictions.

5.2 Sound engineer availability: If the assigned crew member is unable to attend your event due to illness or other serious reasons, we reserve the right to reassign the role to another suitably qualified and experienced crew member of our team.

6. Changes to event details

6.1 Itinerary or location changes: Any changes to the agreed itinerary, location or tech rider specifications, must be communicated to us in writing as soon as possible to ensure crew and equipment availability.

6.2 Additional costs: changes to the itinerary, tech specifications or event location, may incur additional costs, which will be discussed and agreed upon before proceeding.

7. HnS, insurance and liability

7.1 Our public liability insurance (PLI) and DBS: We hold PLI and DBS for all services we provide on location or in our studio. You have the right to ask to see our PLI insurance and DBS certificate. All our equipment are PAT tested for compliance purposes.

7.2 Client PLI: If you are the event organiser, you are responsible for your own PLI and for ensuring that you are HnS compliant for the purposes of your insurance. We have the right to ask to see the PLI and risk assessment for the project we are working on.

8. Confidentiality & GDPR (also please refer to our privacy policy)

8.1 Confidentiality: We will maintain the confidentiality of any sensitive information shared during the course of our services and will not disclose such information to third parties without your consent.

8.2 GDPR: Any personal information you provide to us will be retained securely and may be used by us to contact you in the future in relation to other services or activities we provide that may be of interest to you. We will not pass your personal information to third parties. You have the right to request a copy of your personal information held by us at any time. If you do not want us to contact you (apart from matters regarding your project) please let us know.

9. Liability

9.1 Limitation of liability: Our liability for any claims arising from this agreement is limited to the amount paid by you for the services we have agreed to provide.

9.2 Indemnification: You agree to indemnify and hold us harmless from any claims, damages, or expenses arising from your breach of this agreement.

10. Contact Information

For any questions or concerns regarding this Agreement, please contact us at:

email: stavros@opusmediaproductions.co.uk

tel: 07908 363883