

Artist Booking Agreement

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HOW TO USE IT

Fill in every [BLANK]. Where you see ☐ options, keep the ones you want and strike the rest.

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1 The parties and the event

- 1.1 This agreement is made on [DATE] between [CLIENT NAME], of [ADDRESS] (the "Client"), and [ARTIST NAME OR STAGE NAME], of [ADDRESS] (the "Artist"). ☐ The Artist is represented by [AGENCY NAME], of [ADDRESS] (the "Agency"), which signs for the Artist and receives payment.
- 1.2 The event is [EVENT NAME OR OCCASION] on [DATE] at [VENUE, CITY] (the "Event"), for an audience of about [NUMBER] people, mainly [WHO: EMPLOYEES / GUESTS / STUDENTS / PUBLIC].
 - ☐ The Artist is under 18. [PARENT OR GUARDIAN NAME], the Artist's [RELATIONSHIP], signs for the Artist and agrees to the Artist performing.

2 The performance

- 2.1 The Artist will perform [FORMAT: STAND-UP / HOSTING / MUSIC / OTHER] for [DURATION] minutes, starting at about [TIME], in [LANGUAGE OR LANGUAGES].
- 2.2 The Artist will arrive at the venue by [TIME] for a sound check and briefing with the Client's event lead, [NAME AND PHONE].
 - ☐ The set will be customised to the Client. The Client will give a briefing call of about [30] minutes by [DATE], covering the business, the audience, the running jokes and anything off limits.
- 2.3 If the programme runs late, the Artist will wait up to [60] minutes past the agreed start without extra charge. After that, any further wait is charged at [AMOUNT] per [30] minutes, or the Artist may leave, and the full fee is still due.

3 Fee

- 3.1 The fee for the performance is [AMOUNT IN RUPEES] (the "Fee"). The Fee does not include GST, travel, stay or anything else listed in clause 4 unless it says so here: [EXCEPTIONS, IF ANY].
- ☐ The Artist (or Agency) is registered for GST, GSTIN [NUMBER], and will add GST at the rate the law requires, shown separately on the invoice.
 - ☐ The Artist is not registered for GST and will say so on the invoice.
- 3.2 The Client will deduct tax at source (TDS) only where the law requires it, at the rate that applies, on the Fee excluding the GST shown separately on the invoice, and will issue the TDS certificate within the time the law allows.

4 Advance and balance

- 4.1 The Client will pay an advance of [50]% of the Fee within [3] working days of signing. The date is confirmed only when the advance is received.
- 4.2 The Client will pay the balance ☐ before the Artist goes on stage ☐ within [7] days after the Event, against the Artist's (or Agency's) invoice.
- 4.3 Payments go to: [ACCOUNT NAME, BANK, ACCOUNT NUMBER, IFSC] or by UPI to [UPI ID].
- 4.4 Any amount paid late carries interest at [1.5]% a month from the due date until paid, and the Artist need not perform at any later event for the Client until it is paid.

5 Travel, stay and local transport

- 5.1 If the Event is outside [ARTIST'S HOME CITY], the Client books and pays for: ☐ return flights, economy, for [NUMBER] people ☐ return train, [CLASS] ☐ hotel, [STAR RATING OR NAMED HOTEL], [NUMBER] rooms for [NUMBER] nights ☐ airport and venue transfers by private car ☐ meals, or a daily allowance of [AMOUNT].
- 5.2 Tickets and bookings are shared with the Artist at least [7] days before the Event. Within the city, the Client provides ☐ a car for pick-up and drop ☐ reimbursement of cab fares against receipts.

6 Stage, sound and green room

- 6.1 The Client will provide the items in Schedule 1 at no cost to the Artist, working and tested before the sound check.
- 6.2 If something in Schedule 1 is missing or does not work and the Artist performs anyway, the Fee is still due in full. If the Artist cannot perform because of it, clause 9 applies as if the Client had cancelled on the day.

7 Content and conduct

- 7.1 The Artist will keep the performance ☐ clean: no sexual material, no profanity, no politics or religion ☐ suitable for an adult audience, with the limits below.

- 7.2 The Client will list anything off limits (names, topics, events, competitors) in writing by [DATE]. The Artist will respect that list and will not name any employee or guest on stage without the Client's agreement.
- 7.3 Material the Client supplies for the set, such as names, photos or internal jokes, is supplied at the Client's risk. The Client confirms it has the right to share it.
- 7.4 The Artist's own material is original to the Artist or used with permission, and the Artist will not knowingly say anything defamatory about a real person. The Artist owns the material in the performance, including lines written for the Client; the Client gets no rights in it beyond those in clause 8.
- 7.5 Both parties will treat each other's people with respect. Either may stop the performance if the Artist or the audience is threatened or harassed, and the Fee is still due.

8 Recording, promotion and posting

- 8.1 No one may record the full performance, in sound or video, without the Artist's written consent. The Client may take photos.
- 8.2 The Client may use the Artist's name, stage name and a photo the Artist supplies to promote the Event ☐ to its invitees only ☐ publicly. Any other use, such as advertising the Client's products or merchandise, needs the Artist's written consent and a separate fee.
- ☐ The Client may record the performance for internal use only, not shared outside the Client's organisation.
 - ☐ The Client may post clips of up to [60] seconds on its own social channels, crediting the Artist as [HANDLE].
 - ☐ No recording at all.
- 8.3 The Artist may post clips and photos of the performance on the Artist's own channels ☐ without restriction ☐ only after the Client approves them ☐ not at all.
- ☐ The Artist may name the Client and show its logo in the Artist's portfolio of past clients.

9 If the Client cancels or moves the date

- 9.1 The Client may cancel by written notice. The Client then pays, as a share of the Fee: [25]% if notice reaches the Artist more than [30] days before the Event; [50]% if [8] to [30] days before; [100]% if [7] days or fewer before. The advance counts towards these amounts, and anything paid above them is refunded within [14] days.
- 9.2 The Client may move the date once, without charge, by notice at least [14] days before the Event, to a date within [6] months that the Artist is free for. If no such date is agreed, it counts as a cancellation on the day the notice was given.
- 9.3 Any travel or stay already booked and not refundable is paid by the Client in every case.

10 If the Artist cannot perform

- 10.1 If the Artist cancels, or cannot perform through illness or an emergency, the Client receives every payment back within [7] days, and the Artist (or Agency) pays any non-refundable travel the Client booked.
- ☐ The Agency will offer a replacement act of similar standing and fee for the Client to accept or refuse. The Client is not obliged to accept.
- 10.2 The Artist will give notice as soon as possible, and for illness will provide a doctor's note on request.

11 Things neither side controls

- 11.1 Neither party is liable if the Event cannot go ahead because of an event outside its control, such as a government order, natural disaster, epidemic restrictions, state mourning or the venue being closed by an authority.
- 11.2 In that case the parties will first try to agree a new date within [6] months. If they cannot, the Artist (or Agency) refunds the payments received, less non-refundable costs already spent on the Event, within [14] days.

12 Safety and responsibility

- 12.1 The Client is responsible for the venue, its permissions and licences, crowd management and the safety of the audience.
- 12.2 Each party is responsible for its own people and equipment, and for any loss or damage they cause through negligence.

13 Disputes and the law

- 13.1 This agreement is governed by the laws of India. The courts at [CITY] have jurisdiction.
- 13.2 If a dispute arises, the parties will first try to settle it by talking for [15] days. ☐ If that fails, it goes to arbitration by a sole arbitrator in [CITY] under the Arbitration and Conciliation Act 1996.

14 General

- 14.1 This agreement and its schedule are the whole agreement about the Event. Changes count only if both parties confirm them in writing, including by email.
- 14.2 This agreement may be signed electronically and in counterparts. If any clause is unenforceable, the rest stands.

Schedule 1: stage, sound and green room

Sound	[NUMBER] handheld wireless mics with fresh batteries, one spare; speakers that reach the back row; a sound person present throughout
Light	a light on the performer's face; house lights dimmed during the set
Stage	a raised stage or clear performance area; audience seated facing it; no food service during the set
Green room	a private room near the stage, water, [OTHER]
Other	[ANYTHING ELSE THE ACT NEEDS]

Signatures

Client

Artist

SIGNATURE

SIGNATURE

FULL NAME

FULL NAME

DATE

DATE

Agency (if signing for the Artist)

Parent or guardian (if the Artist is under 18)

SIGNATURE

SIGNATURE

FULL NAME

FULL NAME

DATE

DATE