

MARDI GRAS JAZZBAND

BOOKING CONFIRMATION AND INFORMATION FORM

DATE(S) OF FUNCTION _____

VENUE _____

_____ TEL _____ Map Enclosed ?

CONTACT ON ARRIVAL _____

PURPOSE OF FUNCTION _____

STATIC/STROLLING _____ INDOORS/OUTDOORS _____

TIME OF FUNCTION (OVERALL) From: _____ To: _____

PERFORMANCE TIME(S) _____

BREAK(S) ANTICIPATED AT _____ (and at bands discretion)

ANY SIGNIFICANT TIMINGS OR EVENTS DURING THE PROCEEDINGS _____

IS ANY OTHER ENTERTAINMENT PLANNED _____

Description _____ Contact _____

ADDITIONAL REQUIREMENTS/INFORMATION _____

AGREED INCLUSIVE FEE FOR THE ENGAGEMENT (£) _____

Payable in CASH on the day of the performance.

SIGNED _____ (Engager) DATE _____

NAME _____ (Please Print) TEL _____

ADDRESS _____

EMAIL _____

Please complete and return to finalise the arrangements A.S.A.P.

Non-signature or non-return is not sufficient to cancel the oral agreement already made.

MARDI GRAS JAZZBAND

REQUIREMENTS, CHECKLIST AND TERMS

There are a few important things that we must ask you to organise for us and know from you and some things that you should know about us. This list and the booking form covers just about everything but please call if there is anything that you cannot provide or presents difficulties.

DIRECTIONS

Please send us clear directions to the venue (preferably enclose a map) at least a week before the event. An emergency telephone number would also be useful in the event of problems en-route.

STATIC OR STROLLING

We can and often do provide a strolling band, but this must be specified at the time of booking as all of our arrangements are quite different to those for the static band, e.g. we would replace the piano and double-bass typically with banjo and tuba. For a strolling band the stage and electricity requirements (below) are superfluous.

STAGE

Ideally, we prefer an area 5 metres by 4 metres although this can be condensed to 4 metres by 3 metres if absolutely necessary. The floor should be solid, stable and flat. We prefer to be close to the audience or on a slightly raised platform - playing on a huge raised stage can distance us from the audience and lose intimacy and spontaneity. If playing outside, dry grass is acceptable but a covered area should be available as a contingency in the event of rain. Please remember that the band will be louder for guests who are nearer the stage than those further away.

ELECTRICITY & LIGHTING

We need a single, safe, 13 amp, 240 volt electricity supply, ideally on the stage but definitely no further than 10 meters away. We cannot be held liable for any 'trailing leads'. You should be aware that long cable runs also cause a drop in voltage and should be avoided. If a generator is being used we require approximately 2 KVA. Please site generators away from the band and ensure a full supply of fuel.

We do not need specific lighting but do prefer to be lit rather than playing in darkness. The intensity of the lighting should suit the mood as brightly lit rooms can often be imposing and discourage dancing. If using a generator, please check it is capable of supporting the lighting in addition to our requirement (2 KVA).

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EQUIPMENT SET-UP AND REMOVAL

Our equipment can be set-up or dismantled in approximately 20 minutes although we do prefer to allow a little longer. This does not allow for any complication in access to the venue or the stage area. We would ask you to ensure we can load our equipment into and out of the venue by the shortest possible route and with the least possible disturbance to residents, guests and the public.

FOOD & DRINK

If you are providing food for your guests then please provide something for us and advise your caterers accordingly. The same applies with drinks although it is essential that drinks (usually beer, lemonade, cola etc.) are available whatever the event.

ACCOMMODATION

We do not generally need changing rooms but would like an area to store our instrument cases out of sight. If there is to be a long break in proceedings, (e.g. speeches) a place for us to retire is very much appreciated and keeps us out of the way. If the event is outside reasonable travelling distance from London we may ask you to provide overnight accommodation.

OTHER ENTERTAINMENT

We would like to know about other entertainment at the event as we would like to discuss timing, programme and equipment details with them where relevant. We can provide background piano, trio or taped music (e.g. during a meal) by prior arrangement. Cabaret acts and other forms of entertainment can also be arranged if required. As a rule, we do not back cabaret, and never without rehearsal. Sitters-in and guest singers are sometimes allowed but are not encouraged and must be totally at our discretion and use of our instruments is barred.

TERMS

A deposit is not required but CASH on the day is. If for whatever reason this is not possible please let us know in advance. If an engagement is cancelled by the client and an alternative is subsequently arranged for that date only 5% of the fee is payable to cover establishment costs. However, if no alternative is found, the full fee is due on the date of the cancelled event. In the unlikely event of non-appearance by the band or failure to complete an engagement, any liability of the Mardi Gras Jazzband or its members to the client shall in no circumstances exceed the fee payable.

UNION

All our musicians are members of the Musicians Union which provide us with appropriate backing and public liability insurance and you with a place to air a grievance. In the event of any dispute, the MU will arbitrate. Contact the South East London Branch.

THANK YOU

for making these arrangements and for booking with the Mardi Gras Jazzband. Please complete and return the Booking Confirmation and Information Form A.S.A.P. to finalise arrangements.

We look forward to playing for you.