

Full Booking Terms and Conditions for Global Music Visions C.I.C.

This information is the basis on which an agreement is made between Global Music Visions C.I.C. and the person/s, group, or organisation that make a booking with us (further referred to as 'the client').

General: Global Music Visions C.I.C. will provide a service as requested by the client, providing the request falls within the remit of our services. Further terms could apply dependent on the number of sessions/project requested. A further agreement will be required for the client to sign, should this be applicable.

Method of Contact with client:

Email

Telephone

Invoicing: Cost of sessions/projects and any venue/studio hire costs will be agreed prior to booking/starting work, and confirmed by the client in writing via email and/or purchase order/Project Agreement. These costs will be valid for 3 months, and will need to be reviewed after this time, should the sessions/project not have started for any reason on the part of the client. All costs will be detailed in the invoice, which Global Music Visions C.I.C. will raise on completion of the session/project. If required, travel to and from the client's venue within the Portsmouth area is included in this rate. Travel to venues outside this area is chargeable at a rate of 45p/mile. If free parking is not available, then the client will be liable to reimburse parking expenses.

Invoices will be sent to a nominated person via a nominated email or office address, as agreed at the time of booking, after the session/project has taken place, or has been completed on a session-by-session basis, or as stipulated within the Project

Agreement. 14 days advanced notice in writing will be required should changes to this arrangement be necessary. A further written agreement will need to be created. Should payment be late, without prior notification and agreement, Global Music Visions C.I.C. will apply a financial penalty to the outstanding balance, the amount determined by the circumstances surrounding the late payment, and the organisation involved. In the event of non-payment of an invoice, Global Music Visions C.I.C. reserves the right to cancel any current/further work agreement, until payment has been received for the outstanding amount, including any penalties.

Should Global Music Visions C.I.C. make a change to the rates, the client will be given 14 days notice, and informed via the agreed method of contact, and in writing to the nominated email or office address, as for invoices. Any sessions already booked will be honoured at the old rate.

Payment:

Payment is by invoice, and this can be paid either by cash, cheque, or Bacs. Account details for Bacs, and information regarding completing and sending cheque payments will be included on the invoice. Please use the invoice number for your payment reference. Payment must be made within 14 days from the date of invoice.

Performance/Feedback:

If the client is unhappy with anything provided by Global Music Visions C.I.C. then this should be discussed directly with a member of the team, either in person, on the telephone, or explained via email, and any appropriate action will be taken. It is always good to receive positive feedback from the client too.

Cancellation of Session/Project:

Cancellation by the client: If the client decides to cancel the session/presentation/talk/project, then they need to inform Global Music Visions C.I.C. in writing via email, or via telephone, giving reasons. A notice period of 7 days must be given to allow for the allocated session to be rebooked for another client, and no charge will be made for this cancellation, providing the client rebooks. However, if a client cancels a session/presentation/talk/project on more than 1 occasion, without good reason, then Global Music Visions C.I.C. reserves the right to cease work or terminate a contract/agreement immediately, without notice. In the event of a client cancelling during the 7 days prior to a booked session/presentation/talk/project, then payment on an increasing scale up to the full amount the day before the session was due to take place, will be payable.

Cancellation by Global Music Visions C.I.C.

Should situations arise that are out of our control, for example, a breakdown of services (heating/water/electricity/staff shortages) at a venue, illness, or personal matters, Global Music Visions C.I.C. can cancel a session by contacting the client, or their authorized representative, by the same means of contact as invoices are delivered to. Should it be necessary to cancel a session, the client will be given the opportunity to have their session rebooked as soon as is possible, and the booking confirmed in writing as before.

Miscellaneous: Should Global Music Visions C.I.C. be unable to complete work for the client, due to planned leave, hospitalisation,

or other planned absence, then as much notice as possible will be given to the same contact that invoices are sent to. Outstanding sessions will, where possible, be completed for the client prior to absence commencing, or rescheduled as appropriate. Information regarding a return date will be given to the client.

David Shervill, founder and lead practitioner of Global Music Visions C.I.C. holds a Disclosure & Barring Service Certificate. In line with this, any information disclosed during any of the sessions, presentations, or talks will remain confidential. However, this does not cover any information, which already exists and is readily available in the public domain, including electoral registers, social media platforms, Internet, and public forums. Should Global Music Visions C.I.C. suspect, or become aware of safeguarding or illegal activity, this will be exempt from the confidentiality agreement, and will be reported to the relevant authorities, in addition to any requests that may come from law enforcement agencies requesting Global Music Visions C.I.C. to help with their line of enquiries.