

# Terms and Conditions for Freelance or Contract Instruction



Black Dog Adventures

Outdoor Training & Activities

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## Booking:

- a) Work is agreed by means of a written contract, an e-mail is acceptable. Without confirmation I retain the right to accept work elsewhere.
- b) Please state the time and location of work, the rate of pay, the type of group and work, start and finish time for the day, including any clean up and debrief.
- c) Please also inform me of any equipment that I am required to provide myself beyond personal clothing and PPE and a standard safety bag including 1st aid kit and shelter. Additional equipment used or hired must be negotiated at the time of booking.
- d) If no rate of pay is provided by you before the date of the booking then you agree to pay a standard fee as invoiced. Standard fees for basic instruction start at £120 per day + expenses + additional £60 per evening.

## Transport:

- a) If working within Worcestershire or its locale and my vehicle is required during the day, this must be stated in the contract.
- b) The vehicle transport cost will be at a rate of £0.45 per mile and will be charged on every mile during contracted working time. This does not include my personal travel to and from work, the base or initial working location.
- c) Vehicle costs to working areas outside the Worcestershire or its locale are by negotiation. Other arrangements are by negotiation prior to booking only.

## Payment:

- a) Invoicing will be weekly at the commencement of the work.
- b) Please ensure full payment is received within 30 days of the date on the invoice.
- c) Weekly re-issue of invoices will be charged for at a rate of £10 per copy.
- d) Overdue payments will incur interest at the Bank of England base rate + 8% per day or part day overdue.

## Cancellation:

- a) Cancellations 7 days or fewer in advance of the booking will be invoiced for at the full rate due for the entire booking.
- b) Cancellations within 14 days will be invoiced at 50% of the rate due for the entire booking.
- c) Charges incurred for rescheduling work is entirely at my discretion but are usually treated as a cancellation and rebooking.

## Tax and N.I.:

No tax or national insurance is to be stopped at source; it is my responsibility to pay this.

Payment or an agreement/contract to work or response to an email containing these terms will be taken to be acceptance of these terms on your behalf.

Changes to the original contract are by negotiation only & are accepted in writing.

Stu Meese - Director - Black Dog Adventures CIC 11793984