

**SCHELLHORN MUSIC LTD**  
Company No. 10938257  
Unit 7 Mulberry Place, Pinnell Road, Eltham, London SE9 6AR

**Terms and Conditions for Bookings of Singers**

1. All work is offered on a self-employed basis.
2. You are engaged on a service-by-service basis by Schellhorn Music Ltd, and as such not by anyone in their personal capacity.
3. Offers of work in no way constitute an offer of employment and you are responsible for all your own taxation and National Insurance matters.
4. Services are offered at the fee stated in the booking email, which constitutes the whole fee. Expenses are offered only if explicitly stated.
5. Unless otherwise stated, services are a maximum of one and a half hours after which overtime is offered at £10.41 per 15 minutes or part thereof.
6. Invoices should be sent to the above address or by email to [matthew@schellhornmusic.ltd](mailto:matthew@schellhornmusic.ltd) by the last day of the month during which the work took place. Payment will be made within 14 days of the last day of the month following.
7. Unless otherwise states, rehearsals take place 75 minutes before a service, with a courtesy break before the service begins if possible.
8. Suitable deputies may be engaged, taking account of the Preferred Deputies List if available and of the professional and vocal requirements involved in your work. It is your responsibility to inform Schellhorn Music Ltd in advance of the name, email address and phone number of your deputy, and to make them aware of all requirements including payment and rehearsal details (above) and compartment details (below). All deputies should (and may) be informed of Schellhorn Music Ltd's phone number and email address.
9. Dress code for ladies is: skirt or dress, covered shoulders, no trousers, no jeans, shoes, no trainers. Dress code for gentlemen is: collar and tie, suit or jacket, dark shoes, no trainers.
10. Mobile phones must be on silent, put out of sight and not used during rehearsals or when in the church at any time.
11. Talking should be kept to a minimum during rehearsals and services.
12. Singers are responsible for their own safety and hygiene, and are to follow reasonable directions to ensure the safety and hygiene of others. Schellhorn Music Ltd will use its best endeavours to ensure safe and hygienic conditions for all but does not accept any liability for safety on others' premises.

**Matthew Schellhorn**  
Director and Secretary

**Benna Schellhorn**  
Director