

Service Level Agreement (Enhanced)



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Issue version: August 2018

In order to become an approved contractor, you are required to complete this form in full. Any missing information may delay your application and any potential contract offers. The following pages detail our general terms of contract and what we expect you as a business to take responsibility for. Please ensure you sign and date the last page to confirm your acceptance of these terms.

Contractor Details

Trading name	Click or tap here to enter text.	Your name	Click or tap here to enter text.		
Trading address	Click or tap here to enter text.	Business type	Choose an item.		
		Daily rate (£)	Click or tap here to enter text.		
		Aztec Event Services requires all contractors to hold a minimum of £5M in Public Liability Insurance cover. To satisfy this requirement please enclose a copy of your current certificate			
Mobile number	Click or tap here to enter text.	Certificate enclosed	<input type="checkbox"/>	PLI expiry date	Click or tap to enter a date.
Email address	Click or tap here to enter text.				

Limited companies & partnerships

Sole traders

Registration number	Click or tap here to enter text.	UTR Number	Click or tap here to enter text.
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Skills, proficiencies & abilities

Please use the field below to detail your main skills and proficiencies. This will help us when selecting contractors for individual projects.

Click or tap here to enter text.

Qualifications, certificates & training

Please tick any of the following qualifications you hold. We will require a copy of your certificate on file, please include this in your submission.

PASMA	<input type="checkbox"/>	Safety passport	<input type="checkbox"/>	Other relevant
IPAF 3A	<input type="checkbox"/>	National rigging certificate	<input type="checkbox"/>	Click or tap here to enter text.
IPAF 3B	<input type="checkbox"/>			

If you hold a full UK driving licence, and would be prepared to drive for us, please list the categories and expiry date below. We will require a copy of both the photocard and paper counterpart (including any endorsements).

Categories	Click or tap here to enter text.	Expiry	Click or tap to enter a date.
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Any other relevant information

Click or tap here to enter text.

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This agreement is for the provision of subcontracted technical services (your Contract) by self-employed individuals to Aztec Event Services Ltd (the Company); it sets out the quote, contract and payment process along with how we expect a subcontract business to behave and what we expect a subcontractor to take responsibility for.

1. OBLIGATION

- This is not an offer of either temporary or permanent employment. There is no obligation on either party to either offer or accept individual contracts.
- We expect you to fulfil the service in a professional manner and to the best of your business' abilities.

2. FINANCIAL CONTROL

- You will give us a fixed price for your Contract (see "Quotation and Contract Process" in section 4).
- You can manage the provision of the services in any way you wish to maximise your profit from your Contract providing that the terms of the brief are met. It is possible that your business may make a loss on a particular contract.
- You agree to correct any unsatisfactory or defective work at your own cost and in your own time.
- You confirm that you are responsible for your tax affairs and payment of any Income Tax or National Insurance Contributions on earnings from Aztec Event Services Ltd.

3. SUBSTITUTION

- You do not necessarily have to perform the services personally. You may provide any competent person you wish to fulfil your Contract. You must give us reasonable notice of personnel changes and we will want to satisfy ourselves that any substitute is competent to adequately fulfil the contract. We reserve the right to refuse any substitutions you make. Any costs incurred (flight changes etc.) as a result of this would need to be met by you.
- When you provide substitute personnel we still expect an invoice from you. You will need to arrange relevant payments to be made to any third party - the Company accepts no responsibility for payments to third parties.

4. QUOTATION AND CONTRACT PROCESS

- When initially discussing a project we will make clear what services are required together with any scheduling details and deadlines. We will also advise you if we or our client will be providing accommodation, travel and on-site catering etc.
- You will provide a fixed price quotation inclusive of all expenses, tools and other costs to your business of providing this service. This quotation would normally be verbal but we may ask for this to be confirmed in writing. We may or may not accept any quotation. If accepted, we will send you a purchase order (normally by e-mail).
- If at any point we extend or change the scope of the brief you may quote an amount for this variation. If we agree to this, you will be issued with a revised purchase order confirming any revisions. In the interests of our on-going relationship we do not expect to receive additional charges for minor changes to the scope of the job.
- After completion of the services you will send a printed invoice quoting our purchase order number to our Accounts Department (invoices@aztecuk.com), not to the person you agreed the contract with. Your printed invoices should include:
 - Your business name and address.
 - Your full name if you are a sole trader or registration number if you are a limited company.
 - The tax date of the invoice (this should be the date you complete the services).
 - Your VAT number if you are VAT registered.
 - Your invoice number.
 - Our purchase order number.
 - Invoices should be made out to: "Aztec Event Services Ltd"
 - The wording on the invoice should take the form of "Technical Services on the ABC project at XYZ venue as per (verbal) quotation" and the total value of the invoice must be the agreed contract amount". Any invoices that showing a daily rate, travel or per diems separately will be returned.

5. TOOLS, HEALTH & SAFETY & INSURANCE

- You are responsible for your own Personal Protective Equipment, specialist tools, test equipment, harness / rope access equipment etc. to complete the contract. This also applies to training qualifications / licences etc.
- We may also ask you to provide us with your own risk assessments and method statements relating to your Contract.

Head office: Aztec Event Services Ltd., Unit B Davis Road Industrial Park, Davis Road, Chessington, Surrey, KT9 1TQ

Aztec Event Services Ltd., registered in England no. 5429795, registered office: Allen House, 1 Westmead Road, Sutton, Surrey, SM1 4LA

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- You must maintain a Public Liability Insurance Cover with a minimum value of £5,000,000. A copy of your certificate should be sent to us with this agreement and each time the policy is renewed.
- We both have a collective responsibility for the health and safety of crew members, performers and the general public on any project.
- You are expected to comply with the site and event Health & Safety Policies and report any safety concerns to the Company's Project Manager or the Company's Operations Director.
- When working on sites that operate a card system for non-compliance with site rules, if you are "yellow" or "red" carded, Aztec Event Services reserves the right to levy a charge against you of £250 per non-compliance.

6. PAYMENT

- Our payment terms are 30 days. We expect the invoice date to be the date you complete the services, (i.e. the last day on site).
- For contracts longer than 14 days, by exception we may make an agreement in advance for part invoicing and payment of the contract value.
- Payment will be made by automatic transfer into a UK bank account.
- Invoices should be sent promptly directly to our Accounts Payable Department (invoices@aztecuk.com). Please do not send these elsewhere as this may delay processing and payment.
- If your invoice does not match the purchase order value, payment may be delayed while variations are investigated.

7. GENERAL CONDUCT

- The consumption of alcohol or other intoxicants during working times is not permitted.
- Any person suspected to be under the influence of alcohol or drugs will be removed from site. Aztec Event Services reserves the right to conduct random alcohol and drugs screening of anyone working on site.
- Any damage to equipment should be notified as soon as practical. We expect subcontractors to take reasonable care of equipment and the site. We reserve the right to levy reasonable charges against subcontractors who damage or fail to protect our equipment or the site.
- We may vary this agreement or make specific revisions for any particular contract (e.g. security or confidentiality requirements).
- It is absolutely necessary that you maintain and protect the Company's interests and its clients' interests at all times.

8. DRESS CODE

- You are expected to maintain a clean and tidy personal appearance and it is a general requirement that dress be appropriate for the contract you have been engaged to complete.

9. PREVIOUS AGREEMENTS

- This agreement cancels and is in substitution for all previous letters of engagement, agreements and arrangements, whether verbal or in writing, between you and the Company, all of which shall be deemed to have been terminated by mutual consent.

10. LAW & JURISDICTION

- This agreement shall be governed by and construed in accordance with the law of England and Wales.

Declaration

By submitting this form I agree that the technical services I provide to the Company will be in accordance with this agreement.

Name	Click or tap here to enter text.	Business name	Click or tap here to enter text.
		Date	Click or tap to enter a date.

Once you have completed the agreement please save as a PDF (to prevent further editing) and email to crops@aztecuk.com. You should also include copies of your public liability insurance certificate and any supporting qualifications.