## O*ffer letter/deal memo*

**OFFER FROM** *{name and address of production company)* (we/our/us)

**OFFER TO** *{name of employee}* (you/your)

**DATE OF OFFER** *{date}* – offer valid for one week (unless otherwise agreed)

**PRODUCTION** *{name of production}*

**POSITION/ROLE** *{job title}*

**LINE MANAGER** *(insert name and title}*

**START DATE** *{start date of contract}*

**NOTICE PERIOD** as per UKT/Bectu Agreement

**CAST REHEARSALS** *{date or week commencing}*

**FIRST PERFORMANCE DATE** *{date}*

**ENGAGEMENT EXPIRY DATE** {*date or week commencing}* (with an option to extend for a further *{insert nos}* weeks beyond end date

**HOURS OF WORK** An average of forty-eight (48) hours a week worked between 8am and midnight spread over any six consecutive days of the week *{amend as necessary}*.

**REMUNERATION** Gross basic salary of *{insert amount}* which will buyout the following: *{delete, add or amend as appropriate}*

* 9 hours overtime or 6th day working payment at 1.5T
* Sunday working at 2T
* public holiday payment at 2T for X days of Y hours (minimum 8 hours per day)

**ADDITIONAL PAYMENTS** *{delete, add or amend as appropriate}*

* 9 hours overtime or 6th day working payment at 1.5T
* Sunday working at 2T
* public holiday payment at 2T for X days
* hours worked between midnight and 8am at 2T for each 15 minutes or part worked
* missed meal breaks at 2T or each 15 minutes or part worked
* any seventh consecutive day at 2T for each 15 minutes or part worked in exceptional circumstances only.

**HOLIDAY ENTITLEMENT** *{delete as appropriate}*

5-day week entitlement is 28 days inclusive of Bank Holidays

OR

6-day week entitlement is 32 days inclusive of Bank Holidays

**SICK PAY ENTITLEMENT** As per the UKT/Bectu Agreement

**RETAINER FEE** for dark weeks *{insert figure}*

**PENSION** We will comply with our pension duties in accordance with Part 1 pf the Pensions Act2008, including our duty to automatically enrol you for a pension when applicable.

**SUBSISTENCE** *{£214.50}* per week to cover ….

**TOURING ALLOWANCE** *{£330}* per week to cover ….

**PER DIEMS (UK)**

**PER DIEMS (Ireland only)**

**PER DIEMS (outside UK and Ireland)**