

SA[19]

UNIFORMED ARTISTES FOR THE
FILM AND TELEVISION INDUSTRY

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SA19 TERMS & CONDITIONS - R161203

These terms and conditions aim to provide supporting artistes registered with us concrete information regarding the rules, regulations and definitions regarding your work with SA19. Most of you will be familiar with this information but we recommend that you read this as it contains information on new policies and procedures that we will be implementing.

SA19 CASTING AGENCY

SA19 operates on a system in which we cast our supporting artistes. We do not require people to 'check-in' as we will not be operating this facility. Please understand that time is precious in the industry and would be better-spent sourcing work and placing artistes on set. This agency is a specialist one, with a select and small database and so we hope to be able to spread the work around fairly amongst you depending on the uniform and the skills that you possess.

BOOKINGS

Bookings are made by Chris, Chuck and 2020's booking staff under SA19's instruction. We are using the 2020's facilities and services as a booking and diary service so please be aware that you will be in contact with them on occasion. When 2020's booking staff book artistes that we have selected for specific productions, they will inform you that it is an SA19 booking. You will then be working on an SA19 job and paid via SA19's accounts department for that job. All casting decisions are made by SA19 and our decision is final.

We are a specialist agency and are used by ADs because we can provide specialist supporting artistes and equipment. This means that we are required to send correctly dressed and professional uniformed supporting artistes that look and act the part. You may be also be asked if you have specific items of kit when being booked for a job. Please be honest with the booker if you do not have an item of kit that is requested. Do not try and 'cuff it' as it may be possible to borrow these items from SA19. Be aware that if you turn up to a job with the wrong kit then you will be given a strike and you may be sent home unpaid.

PENCILLED & CONFIRMED WORK

Confirmed or pencilled bookings mean that the work is as definite as we can say it is. If you accept an offer of work, regardless of subsequent call times and location, you are expected to work on the job and attend the shoot. There will undoubtedly be circumstances over which we have no control. If there are scene changes and cancellations please understand that we are working to the production's requirements and SA19 will endeavour to inform you of any changes as soon as possible. If the production does not inform us of cancellations before 1730 the day before the work is due to be undertaken, you will receive a cancellation payment. Cancellation payments are paid at the daily rate. If you need to pull out of a job due to unforeseen circumstances, please let us know as soon as possible to give us time to try to replace you. Do not attempt to replace yourself on a job, as there are usually a host of reasons why you have been cast for the job.

Pencilled or stand-by bookings means that the work is not definite. This means that you are either being put forward for a job, or we have warned you that the production's requirements may change at late notice. If you have been pencilled by SA19 but have been offered definite work by another agent, you must let us know immediately and we will either attempt confirm the booking or release you from it. Pencilled bookings will be confirmed as soon as possible.

SMS TEXT MESSAGES

SA19 will frequently book you for work with a using SMS text messages. This saves everyone an enormous amount of time. Please call us back to inform us of your availability, to confirm the booking or to take up an offer of work as soon as possible to avoid disappointment,

CALL-INS

When you are confirmed on a job you will be told to call Chris, Chuck or one the 2020 booking staff between 1700 and 1800 hrs on the day before the confirmed day of work.

It is unlikely that we will have any details before this time and it is your responsibility to make sure that you call in for your details. When you call in for your details you will be given the time of your call, the location, the costume brief and an emergency contact number. If there are any details that you do not understand please make sure that you ask the booker immediately so that you have all the information that you require for the job.

Emergency numbers may be that of the AD or of the booker. In either case this number is only for use in an emergency. Calling to get directions is unacceptable, please make sure you have all the details you need and that you have planned your journey in advance. These numbers should only be called if you are going to be late, or are unable to attend the shoot.

EMERGENCIES

If for any reason after you have collected your details you find that you will be unable to find the job, or if you find yourself unable to find the unit base, or you realise you are going to be late it is imperative that you call your emergency contact immediately. If you are unable to get hold of this contact please call Chris, Chuck or one of 2020's booking staff.

PLAN YOUR JOURNEY

It is vital that you plan your journey the night before. Although in many cases public transport will allow you to get to set, it is recommend that artistes have their own means of transport, especially with the kit that will be carried as a uniformed supporting artiste. We hope to be able to negotiate parking with the ADs on most sets to allow for the amount of kit carried and the security risk that it may present. When artistes are requested to bring their SO19 or ARU kit, SA19 will endeavour to gain the necessary parking spaces for you from the production. However in this situation it may be necessary to team up and travel together. Please bear in mind that on occasion there will not be any parking available so you must make other arrangements in advance.

ON SET BEHAVIOUR / ETIQUETTE

Whenever anyone is on a film set, certain standards of behaviour are expected. Common sense will dictate what is acceptable and what is not. Please conduct yourself in a highly professional manner at all times, especially when you are wearing uniform. Be aware that not only is the individual on show but SA19 as an agency is on show too. SA19 expects a high standard of behaviour from their artistes, especially as we are all professionals in a specialist agency. Not only will the crew be watching you but also the public and more often than not a member of the police service may be present.

- Please wear the uniform as it is intended to be worn, otherwise you will be letting down SA19 and the production by looking unprofessional as well as insulting the police service.
- Uniform will only be worn on set or in studios on productions where police or uniformed supporting artistes are required.
- Uniform is not to be worn whilst travelling between home and workplace.
- Please do not wander off location in your uniform. If you must leave the location at any point remove any clothing or equipment that might imply you are police. If you are filming in a public place please remove your headgear and wear an overcoat until you are required on set.
- Please do not let anyone handle any kit or props you may have. If they ask politely say no, otherwise problems or breakages may arise.
- Under no circumstances let anyone handle any weapons that you may have.
- Under no circumstances are you to point any weapon at anyone unless directed to do so as part of a scene.
- There is no need to draw your pistol from your holster unless needed as part of a scene.
- Under no circumstances should you 'dry-fire' any weapon, as you will only end up damaging it and looking unprofessional.
- When you are in a public place, please keep your weapons covered and out of sight by keep them in a holdall or gun-bag. The police should be aware that you are in the area and part of the film but there is no point in attracting undue attention.
- All use of police uniforms and equipment will be in accordance with the S90 Police Act 1996 and S1 Official Secrets Act 1920.

PAYMENT

SA19 uses 2020's facilities and accounts systems. All chits will be processed by 2020 in the usual way but remittance advice will be on SA19 stationary. Any payment enquiries should be directed to the 2020 accounts department. SA19 enquiries will be dealt with on Wednesday afternoons only. The accounts department can be contacted by telephone on 020 8746 0235 or alternatively by email on accts@sa19.co.uk.

Please note that the standard agency commission is 15% on all work undertaken, with the exception of photographic shoots. We must also charge VAT on the commission, as it is when you pay us for the 'sale' of our services. On the majority of jobs you will also have National Insurance deducted.

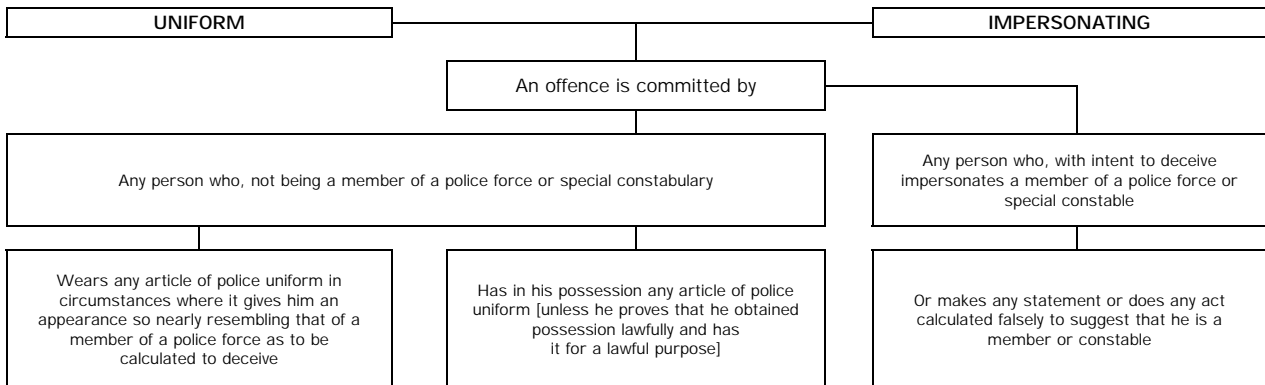
We will not be taking any commission on travel, uniforms or equipment that you provide. However any uniform or equipment that is borrowed from SA19 will be subject to individual charge depending on what has been borrowed.

All aforementioned fees and rates are subject to change. SA19 reserves the right to alter any and all of the aforementioned codes and regulations at any time providing as much advance notice to its artistes as is practicable.

SA19 SERVICE FEES BREAKDOWN

Provision of Glock 17 [Replica Firearm]	£10	Provision of MP5 [Replica Firearm]	£25
Provision of PC / Armed Response Uniform	£15	Provision of Shotgun [Replica Firearm]	£25
Provision of SO19 Uniform	£25	Provision of Sniper Rifle [Replica Firearm]	£25

S90 POLICE ACT 1996 [excerpt from Beat Officer's Companion]



The unauthorised use of any uniform to gain admission to a 'prohibited place' is an offence under S1 Official Secrets Act 1920

'Article of police uniform' means any article of uniform or any distinctive badge, mark or identification document [or any thing having the appearance of such article etc]