

Commission Payment – NO billback in place

Principal Payee

- Identify payment method (billback via bacs OR billback via CC/VC)
- Agree payment terms
- Client is the PRINCIPAL PAYEE
- Complete a **Credit Check** on the **Principal Payee (Client)**

Commission agreement

- Agent to provide confirmation stipulating commission policy
- Venue to respond within 24hours to dispute any elements of the commission policy
- Mutual agreement on commission policy and claim

Commission Invoice

- Agent can request a copy of the client final invoice (to be sent within 5 days of event or request)
- Venue to send the invoice to the client, promptly after the booking
- Agent to produce a commission invoice as per agreed commission policy
- Venue to raise any discrepancies within 14 days

Payment

- Venue to pay the commission invoice when due
- Venue to credit control client for payment of booking
- Venue can seek Agent support if payment not forthcoming
- Agent may require evidence of credit control carried out by venue, in order to support

Disputed Payment

- Agent commission claims should not be impacted by disputed payments from a Client.
- In the instances where a client has ceased trading, resulting in non-payment, agent and venue agree outcome of outstanding invoices
- Late payment charges can be charged by the agent, with 7 days' notice
- Late payment charges to be calculated against Bank of England's base/bank rate plus interest charge (minimum 2%)

Agree & understand commission policy, on cancellations, attrition etc

Copy invoice to be supplied to agent (acceptable within GDPR at B2B)

Commissions should not be impacted by disputed payments

