

## **Mune Casting Agency application general terms**

Please note this is not the MUNE Agency or MUNE Talent contract that details the terms of your full representation, this information is, as it is titled, the application general terms. Any contract offered will be sent with the offer of representation should you be successful. However by reading, understanding and ticking these terms you agree to the application general terms set out for the purposes of your application AND representation. We advise that you retain a copy of these terms.

We would like you to read these terms before making an application, and state in the application that you have read and understood them.

For the purpose of making our terms clear, each point is clearly marked. If you have any further questions, please click here <https://www.muneagency.co.uk/faqs> or drop us an email and we will be happy to help.

### **Period of Agreement**

If accepted The Mune Talent will remain solely with the Agency for a minimum period of 12 months. The Mune Talent will remain under a sole contract with the Agency. A 4 Week notice period is required should you want to end the contract early.

### **Representation**

The applicant agrees that should an offer of representation be made, the sole focus of the representation will be for the division stated on the offer. However, for the purpose of not missing out on great opportunities a contract will be issued for all divisions.

### **Guarantee**

The Agency agrees to represent the Mune Talent but cannot in any capacity guarantee that the Mune Talent will receive any work as ultimately the final casting decision rests with the client and not the Agency.

### **The Agency's right to terminate the Agreement**

The Agency has the right to terminate the Mune Talents agreement and representation of the with immediate effect should the Mune Talent, or any person accompanying the Mune Talent, fail to behave in a professional and courteous manner at all times on Assignment(s) or fail to behave in a professional and courteous manner towards, and during any communication with, the Agency and Agency staff. Any behavior of this nature will be taken seriously. The Agency also has the right to terminate the Mune Talent should they be made aware they have breached the contract in anyway.

### **Failure to attend an assignment**

In the event of the Mune Talent failing to attend a pre arranged Assignment(s) without notifying the Agency the Mune Talent agrees that the agency may cease representation.

## **Commission & Cost**

Main Artist - commission 10%

Supporting Artist - commission 17%

Model - commission 20%

Transaction fee of 0.20p to be deducted on all payments to the Mune Talent.

Annual fee of £25 to be paid when representation commences (post 30 days from offer), and then annually. One off administration fee of £25 to be deducted from initial earnings which will never be deducted again

## **Payments**

The Agency cannot be held responsible for travel costs. The Agency cannot be held responsible for booking changes made by the Client or for payment of monies owed to the Artist by the client if the client goes into liquidation or withholds payments from the Agency for any reason.

As the Mune Talent you acknowledge that you take on any Assignment (s) sourced by the Agency on a self-employed basis and that they are solely responsible for declaration and payment of any Tax and National Insurance, if applicable, that may be due and this is not the responsibility of the Agency.

## **Paperwork**

When applying to Mune Agency, if over the age of 16, agree to have a valid Basic Disclosure. If a Basic Disclosure is not sourced you will not be promoted to any production companies that state it is in accordance with their guidelines, which will limit opportunities. If under the age of 16, the parent agrees to apply for any licence documentation. Mune Talent agrees that when attending jobs they will complete paperwork given by the client and will always state MUNE AGENCY on the paperwork.

## **Working Rights**

You agree that you are legally entitled to work in the United Kingdom when undertaking an Assignment and understand the Agency will not promote an Artist who has not provided the Agency with relevant documentation. You agree that the pictures and video produced with your application form is your true form, and all identity match your valid passport, NI & Address details.

## **Documentation & Changes**

The Agency uses a software called Tagmin which is widely used by agencies. The Applicant agrees to use Tagmin to update all information, including but not limited to calendar, measurements, contact information. Failure to use and update Tagmin may result in missing work opportunities and not being selected for work. Mune uses a software called Signable for all contracts & licensing documents. All documents must be completed in a timely manner when sent out to mune talent.

## **Images**

**Main Artist** - Professional headshots - showing a range of different looks.

Must include;

1-2 full length image.  
Full Copyright.

**Supporting Artist** - Clear images taken on a smartphone, camera or tablet, with a white background.

Must include;

Full length Headshot style

Side of head (both sides)

Back of head

Full copyright.

**Model** - Professional images

Must include; Head shot

Full length

Black and White

Quarter length

Full copyright.

Please ensure you have full copyright of any images used for representation, if the images are not taken by yourself, please provide a copy of the copyright via email.

Please note professional means clear, free of distractions, plain floor, plain background, highly focused. You are not instructed to seek a photographer for these images, however, please remember the images will be the first thing the client looks at. If your images do not match the above, we will not use the images provided. If we do not feel your images are to a standard our clients have grown to expect we will cease representation until new images have been given.

### **Availability**

Please consider availability and flexibility, jobs can be as early as 6am, can be 12 hour days, can be all over the UK and be canceled at the last minute. The majority of work is Monday - Friday. Children's working hours will differ, please use this link for further information - <https://www.nncee.org.uk/attachments/article/212/Working%20Hour%20Limits%20-%202015.pdf>

Call times will be given out the day before for each job at around 5-6pm, and not before this.

### **Transport**

All applicants must consider what mode of transport they have to get to each job. Public transport is not always reliable, especially for a potential 6am call time or a late finish. Please consider this before making an application. If you are accepted and rely on public transport please inform us before accepting a job.

### **Rejection**

Please do not be deflated if you are not suitable for Mune at this time, and please do not be discouraged from applying again at a later date.

**Open & Closure of our Books**

The agency will open and close its books, depending on the volume of work and the number of applications in each division.

