On behalf of Urban Paws UK Limited we are delighted that you have joined the agency.

**The Team**

Here at HQ, we have multiple bookers Layla, Ros and Jo.

Micia is our Influencer booker.

Our bookkeeper is Laura who deals with invoices and payments.

Sabrina and Tayler are responsible for social media, video editing and website maintenance. They are also responsible for all released work.

We will communicate with you via emails, text, phone calls or WhatsApp.

For all **talent** inquiries please email: talent@urbanpawsuk.com

For **influencer** inquiries please email: info@urbanpawsinfluencers.com

**The Process**

Once we have received photographs and a showreel we will add your pet to the website with a description of your pet, experience, skills and photos and videos.

It does sometimes take a while for you to receive your first booking and we do not notify you every time we suggest you pet.

We receive briefs from clients asking for a specific type of animal, based on the information received we will then send a short list to the client. The client will then in turn give a narrowed down list of animals to the booker.

Based on the short list we will then check availability, ask for new images or videos and submit to the client.

If your pet is confirmed, we will then confirm with you the date and location of your shoot. We will advise fees, travel expense information and what is required of your pet. You will then receive a call sheet via email at least 24 hours prior to your booking which you must check thoroughly. Any issues must be reported directly to Urban Paws and not the client.

You are expected to arrive at the location 30 minutes before your call time so you can prep and groom your pet, ensure they have been to the toilet and that they have had a drink.

No images or footage is to be shared on social media without consulting your booker.

After the shoot is finished you must submit a valid VAT travel receipt or mileage.

The client will then be invoiced the day after we have received the information needed from you to claim travel expenses.

Payment can take anywhere up to 8 – 12 weeks after the shoot as this is dependent on when the client pays.

A commission fee of 30% will be deducted from the final payment including overtime of each job completed. Travel costs will be paid in full.

**House Rules**

1. You must answer emails, phone calls or WhatsApp messages as soon as possible as it is imperative that you respond as soon as possible – if this is a repetitive problem you will be removed from the books.
2. You must advise if your pet cannot work due to long holidays, work commitments or any other issues so we can block your pet out of the calendar.
3. It is a vital requirement that you submit videos and photos if asked by a booker within 12 hours, failure to submit the information will result in your pet being removed from the short list. If the bookers are having issues constantly asking for the information required, then you will be removed from the books.
4. If you turn down a job offered more than three times you will be removed from the books.
5. Any behaviour on set that we feel will hinder future bookings will result in you being removed from the books.
6. If you are going to be late, you must look at your call sheet and telephone the client and advise of why you are late and your estimated time of arrival.
7. You must keep us up to date with any changes such as address, phone numbers, emails, appearance changes, health issues, bank details. Failure to submit vital information will delay payment and we may feel it necessary to remove you from the books.
8. No images or footage is to be shared on social media of your pet on set without consulting your booker.
9. Under no circumstances should you discuss with other pet owners registered with Urban Paws UK Limited or any other agency, your pay on any of our jobs.
10. You must inform the agency if you are currently registered with any other pet agency in the Northwest, failure to inform the agency will result in you being removed from the books.
11. Urban Paws UK will not be held liable for obtaining animal activity licences on behalf of breeders or handlers who hire out animals through our agency. It is the responsibility of the breeder/handler to obtain and maintain the appropriate licences for their animals. The Animal Activity License will be required of those who hire out horses.

Please appreciate we value our personal time with family commitments after 6pm, please do not contact the staff out of office hours unless there is an emergency. The staff will do the same by respecting your personal time after 6pm.

**Representation**

You cannot be registered or accept TV work through ANY other pet agency in the NORTHWEST of England – and this also includes the database agencies.

We have, probably, the most knowledge of the pet industry with over 40 years of experience and work with large clients all over the world. If you are on multiple websites this makes it very difficult to represent you and put you forward for potential jobs.

**Terms & Conditions**

I, the undersigned, hereby grant Urban Paws UK Ltd permission for the above animal to be filmed or photographed. I further give my irrevocable consent to Urban –Paws.com Ltd to publish, republish or otherwise transmit the images in any medium throughout the world.  I understand that the images may be altered or modified in any manner. I hereby waive any right that I may have to inspect and approve a finished product or the copy that may be used in connection with an image that the photograph has taken, or the use to which it may be applied. I further release Urban-Paws.com Ltd and its direct and indirect licences or licences from any claims for remuneration associated with any form of damage, foreseen or unforeseen, associated with the commercial or artistic use of images. I agree that the Law of England will apply to this release.

A commission fee of 30% will be deducted from the final payment including overtime of each job completed. Travel costs will be paid in full. If your pet does not fulfil the brief your fee may be reduced.

I certify that I have given consent freely and this release was willingly signed.

**Model Owner/Handler**

**Signed and agreed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_**

**Address**

**For and on behalf of Urban Paws UK Ltd**



**Signed and agreed:**

**Name:** Layla Flaherty