



Urban Paws UK & Ireland
Registered in United Kingdom & Ireland

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

The Staff

Here at HQ we have multiple bookers, [Layla](#), [Ros](#) and [Jo](#). We will communicate with you via emails, text, phone calls or WhatsApp.

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.

For all influencer inquiries please email: influencers@urbanpawsuk.com

The Process

Once we have received your enrollment pack including all statistics relating to your social platforms, we will add your pet to the website with a description of your pet influencer, experience, skills, and photos.

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 for a suitable job.

We receive briefs from clients asking for a specific type of animal, influencer types and follower count. 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 current social media insights and submit it to the client.

If your pet is confirmed, we will then confirm with you the date and type of content that must be posted as agreed. We will advise content creator fees and what is required of your pet.

We will require you to be responsive when confirming the content with the client. Once your content has been approved by the client. Any issues must be reported directly to Urban Paws and not the client.

Once the campaign is live, after 24 hours you **MUST** send over the post insights to your assigned booker. The post must include the client handles and any requirements the client has made.

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.

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. 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.
7. Under no circumstances should you discuss with other pet owners registered with Urban Paws UK Limited or any other agency your pay for any of our jobs.
8. 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.

9. Please appreciate the fact 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.
10. Pet Influencers **must** provide content for Urban Paws for promotional use throughout your membership. You will be contacted by our admin as to when this must be provided and will be contacted via What's App, email or by phone.
11. Urban Paws UK will not be held liable for obtaining **animal activity licenses** 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 licenses for their animals. The **Animal Activity License** will be required for those who hire horses.

Representation

You **cannot** be registered or accept TV work through **ANY** other pet agency in the **NORTHWEST** of England (within a **40-mile radius**) – 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 and 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 & 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 licenses or licensors 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 for each job completed. If your pet does not fulfill the brief your fee may be reduced.

Please note that we review all talent every six months, and we have the right to remove any animals from the website. Their details will be kept on file. We will not be issuing refunds for any paid services such as showreel creation.

I certify that I have given consent freely and this release was willingly signed,
I accept the terms and conditions,

Signed: _____

Date: DD/MM/YYYY

Name: _____

Address: _____

Post code:

For and on behalf of Urban Paws UK Ltd Name: Layla Flaherty

Signed and Agreed: 