

DOCUMENT EXECUTION FORM (UK)

Please review the thresholds on Page 2.

This Document Execution Form is only required for items over thresholds which must be signed by TEG CFO and TEG CEO.



Document title			
Name of TEG entity			
Counterparty	Full Legal Entity Name:		
	Company Number:		
Signatory 1 (e.g. Director) *pls check document signature block	Name:	Role:	
	Email:		
Signatory 2 (e.g. Secretary or Witness) *pls check document signature block	Name:	Role:	
	Email:		
Any special signing instructions?			
Contract Value?		Contract Term?	
Summary of other key terms			
Budgeted?	☐	GLM Approved? (if applicable)	☐
Issues noted by Document Owner	Description of issues	Outcome	
Key dates for Document Owner to diarise (e.g. expiry; renewal)			
CFO's Comments			

Approvals must be obtained (in the order set out below) before sending to contracts@teg.com.au

STEP	TEAM	APPROVER NAME	ADOBE SIGNATURE (*please include full name and date)
1.	Document Owner		
2.	Commercial/MD		
3.	Finance Manager		
4.	Legal		
5.	TEG CFO		

****PLEASE CHECK THE INTRANET FOR DETAILED INSTRUCTIONS****

Agreement type	Threshold	Notes
Touring		
Artist Agreement	Guarantee > £100,000 = Legal Review	NOTE: this guarantee is total, not per show. GLM approval required prior to review. No commitment of more than 50% ahead of show. In the current COVID environment, we note that ahead of show, only 10% payments should be committed.
	Guarantee >£10,000 - <£100,000 = Use Addendum	NOTE: this guarantee is total, not per show
	Guarantee <£10,000 = no legal review required	NOTE: this guarantee is total, not per show
Venue Hire Agreement	> 5,000 capacity = Legal review	-
	>1,000 - < 5,000 capacity = Use Addendum	-
	<1,000 capacity = no review required	-
Bookings using our own VHA template	No Legal Review required if accepted on template terms	-
	Legal Review required if amended by counterparty	-
Ticketing Agreements	>1 year term / new providers / £1 million tickets / outside of UK = Legal Review	-
Co-Promotions	All third party Co-Promotion Agreements to be reviewed by Legal. TEG template to be reviewed if possible by Legal prior to sending externally.	-
Commercial / Other		
Leases	All = Legal Review	-
Management agreements – (partnership operating a venue)	All = Legal Review	-
Corporate Contracts: (partnership operating a venue)	All = Legal or Corporate Review	-
Supplier contracts, sponsorships and partnership agreement	> £100,000 = Legal Review < £100,000 = Use Addendum	-
	< £20,000 = Rich Buck may sign	-
Disputes	Legal Review if not resolved commercially at first instance	No engagement of external counsel without approval