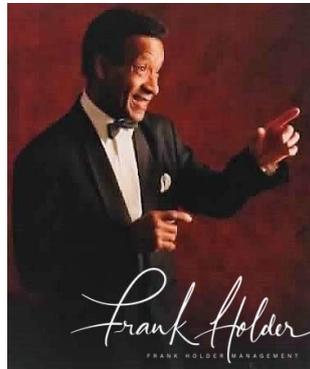




FHM CONTRACT 2026 - 2027

FRANK HOLDER MANAGEMENT



ABOUT US

Frank Holder Management was set up in 2019, in memory of the late Frank Holder, who was an amazing Guyanese vocalist and percussionist. [https://en.wikipedia.org/wiki/Frank_Holder_\(musician\)](https://en.wikipedia.org/wiki/Frank_Holder_(musician)). FHM have had great success over the years in all areas of the industry, we specialise in all areas because there is a place for everyone in the Performing Arts industry. The FHM Team aim to get to know you well and strive to find a variety of different projects which suit each individual artiste on our books. We are always here to support and advise you, we understand that when you first look to join or change an agency, you may not know exactly what to look for in an Agent or the kind of support you will receive. Artistes never have to worry about support with FHM because we ensure that we are available to all our performers, especially when they need an extra boost or encouragement to keep on following their dreams and aspirations.

FHM Team

We are pleased to inform you that Frank Holder Management have grown from strength to strength, we are more in demand as we have become very popular with Casting Directors and Companies. With success comes growth and due to a constant demand, we have expanded our team, this is to ensure that although we are extremely busy, we want to continue to provide a personalised service to every talented person on our books!

Members of the FHM Team have been chosen for several reasons, they are dedicated and passionate people who work with each individual artiste to provide support, feedback and encouragement, helping them to develop their skills and reach their full potential. The FHM Team acts as a sounding board, offering guidance and sharing their own experiences to help the performer navigate the challenges of their career. Each FHM Agent will scout the talent that they would like to represent and they will continue to support their own talent throughout their time with Frank Holder Management.

FHM Talent

Frank Holder Management represent Actors, Dancers, Singers, Models, Voice Over Specialists, Unique Talent and Walk-ons of all ages and experience. The FHM Team provide a **stepping stone** into the industry and are regularly in contact with Casting Directors, Producers and well-known companies. We aim to do our absolute best to provide our talent with as many casting opportunities as we can.

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FHM Graduates and Unrepresented Performers

Finding work in the performing arts sector can seem impossibly competitive, so much so that many potential performers give up on their dreams before they have even begun. The FHM Team comprise of very experienced members of an amazing team who will help guide you on your journey. Everybody needs to start somewhere and Frank Holder Management have an interest in helping experienced performers, as well as graduates and unrepresented performers as we appreciate how hard it is to even get started.

FHM Real People

Casting Directors and Producers are often seeking a diverse range of real people; this includes families of all generations and also close friends from across the UK and abroad. These “Real People” need to represent the different generations, races, and dynamics that everyone and anyone can relate to. They should feel like a real blend of modern Britain, it’s important that they feel natural and comfortable in front of the camera. FHM are always on the lookout for real people to add to their books as the demand for “Real People” for commercials has grown over the years.

FHM Diversity

FHM has been set up in memory of our patron “**Frank Holder**” one of the first black musicians to travel over to the UK with the RAF from Guyana in pursuit of a career in singing and entertainment. In the 1940s Frank started paving the way for many other black artistes, it was very hard back then, but he was determined to succeed and became an established singer/entertainer travelling all over the world. This agency aims to continue his dream by ensuring that we are a very diverse agency, providing a platform for different nationalities, cultures, races, religions and supporting LGBTQ+. It is important to us that individuals from all walks of life can use their talents to shine across the UK and abroad.

Offer of Representation

All talent is scouted and interviewed by a member of the FHM Team, if you are offered representation you will then need to submit the Registration Form on FHM’s website, sign and return this contract and send over a professional headshot and your portfolio.

You must provide complete and accurate responses to all the information requested on this form and by transferring a professional portfolio which must include a recent headshot.

It is important that by making this application:-

- You agree to be bound by this contract and to comply with the instructions given to you by any member of Frank Holder Management.
- You agree that you don’t have any unspent criminal convictions and that you will provide a current DBS check.
- You agree to co-operate with any request from any production company to obtain another criminal records check.
- You agree that either you are not knowingly allergic to any make-up or prosthetics, or you have informed us in writing.
- You confirm that there are no material facts which you consider ought to be disclosed and could be pertinent to our engagement, or likely to cause illness, injury or damage to yourself or others, or you have informed us in writing of such facts.
- You confirm that you are legally entitled to work in the UK and will provide us with a copy of your current passport when requested.
- You agree that we may publish your details (including your photographs) on any of our social media and that we may forward your details to any Casting Director or Production Company or any other client of Frank Holder Management so that they may contact us to offer bookings or assignments.

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FHM CONTRACT

Please read these Terms & Conditions carefully, as together they form the binding contract (referred to as this “contract” between you (referred to as “you”. “your” or “Artiste” and Frank Holder Management (referred to as “Frank Holder Management” or “FHM” or “we”, “us” or “our”)

Terms & Conditions of Business - Frank Holder Management

1. The following expressions shall have the following meanings:

- 1.1 “Agent” , “Agency” , “FHM” and “FHM Team” means Frank Holder Management
- 1.2 “Artiste” or “Talent” means the person who is seeking an Assignment and accepts the Agent’s Offer of Representation.
- 1.3 “Client” means any third party, individual, partnership, company or other organisation or entity which contracts with the Agent with a view to procuring the services of the “Artiste” in respect of an Assignment or Project.
- 1.4 “Assignment” means any Project/Booking/Job/Services requested by a client in connection with any form of advertising, entertainment, leisure, marketing or public relations activities that it is proposed that the “Artiste” undertakes;
- 1.5 “Offer of Representation” means an offer made to an “Artiste” by the “Agent” to represent the “Artiste” for the “Term” , subject at all times to the Terms and Conditions below with a view to securing Assignments with “Clients”;
- 1.6 “Term” means the duration of Representation as accepted by the “Artiste” as agreed between the “Artiste” and the “Agent”.
- 1.7 “Representation” means the representation provided by the “Agent” to the “Artiste” upon acceptance of the Offer of Representation and these Terms and Conditions;
- 1.8 “Terms and Conditions” means the terms and conditions as set out in this document and any subsequent terms and conditions agreed in writing between the “Agent” and “Artiste”;
- 1.9 “Fees” means the sums due to the “Artiste” from a “Client” in respect of an “Assignment” or “Project”;
- 1.10 “Agreement” means the contract between the “Agent” and the “Artiste” for agency services incorporating these “Terms and Conditions”;
- 1.11 “Artiste’s Image and videos” includes any reproductions, or adaptations of, or drawings derived from that image or video, or any other representation of it, either complete or in part whether alone or in conjunction with any wording or other images, photographs, drawings, videos or material of any other nature including electronic imaging for all known or anticipated purposes;
- 1.12 “Regulations” means The Conduct of Employment Agencies and Employment Businesses Regulations 2003.

2. GENERAL

- 2.1 These Terms and Conditions shall apply to the Agreement for Representation from the date of signing in **2026 – 31 January 2027** and shall supersede any other documentation or communication between parties.
- 2.2 Any variation to these Terms and Conditions must be agreed in writing between the Artiste and the Agent.
- 2.3 Please read the Terms & Conditions below carefully once you register and submit your registration, together they form the binding contract between you, the "Artiste" and us, the "Agent".
- 2.4 Nothing in these Terms and Conditions shall prejudice any condition or warranty, express or implied, or any legal remedy to which the Agent may be entitled, by virtue of any statute, law or regulation.
- 2.5 Nothing in these Terms and Conditions shall be construed as constituting a partnership or joint venture between the parties.
- 2.6 The Agent is acting in the capacity of an employment agency.

3 OFFER OF REPRESENTATION

- 3.1 The Offer of Representation is attached to these Terms and Conditions.
- 3.2 The Offer of Representation shall remain valid for acceptance.
- 3.3 The Offer of Representation must be accepted by the Artiste in its **entirety**.
- 3.4 **This contract is held from the date of signing in 2026 until 31 January 2027**

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4 APPOINTMENT

- 4.1 The Agent shall operate at all times as an employment agency in accordance with the Employment Agencies Act 1973.
- 4.2 The Agent will, subject to the Artiste's acceptance of its Offer of Representation and these Terms and Conditions, act as the Artiste's Agent and provide Representation to negotiate and conclude agreements with Clients in respect of Assignments/Projects/Bookings/Jobs.
- 4.3 The Artiste appoints the Agent as a **Sole and Exclusive Agent** and is **not permitted** to contract, negotiate or register with other Agents unless Frank Holder Management give their consent. Please see the clause in the body of the contract named **ADDITIONAL AGENTS**.
- 4.4 The Artiste grants the Agent sole authority on behalf of the Artiste to collect and receive all **gross income** arising out of any Assignment found by the Agent and undertaken by the Artiste **during the Term of the Contract and any extended or open-ended contract**.

5 PAYMENT OF FEES

- 5.1 Further to Condition 4.4 above, the **Agent will collect** from the Client all **gross income** in respect of an Assignment.
- 5.2 The Agent will **deduct any commission** from the **gross income** received if appropriate and the Artiste will receive the remainder of the Fees.
- 5.3 The Agent will **still be entitled to commission** if an Artiste is offered another contract by the client that the Agent has introduced them too or the contract is open ended.
- 5.4 The Artiste **cannot end representation to avoid paying the Agent commission** as the Agent sourced the Assignment for the Artiste. The Artiste is **liable to pay commission** until the contract finally ends and the Artiste will not be able to return to work with the company **within one year (unless they are prepared to pay FHM commission)**.
- 5.5 The Artiste understands and agrees that they **must liaise with the Agent** should they be offered any extra days, roles or duties or further contracts whilst they are working for the Client. The Assignment has been booked through their Agent which means that **any additional fees/bonuses, holiday pay, new contracts** must be discussed with the Agent and any fees are still subject to having **commission deducted by the Agent**.
- 5.6. With regards to **rehearsals** Agency commission **will not be taken from the Equity Minimum portion of per diem or out-of-town expense money**. However, commission **will be taken** for rehearsal payment **over** the Equity Minimum portion of per diem or out-of-town expense money.
- 5.7 The Agent will, pursuant to the Regulations, send the Artiste payment of the Fees **within 28 days beginning with the day the gross income was received** by the Agent.
- 5.8 Any Fees held by the Agent are held as trustee for the Artiste and the **Agent shall honour** all of the Artiste's rights in respect of those Fees as set out in the Regulations.
- 5.9 The Artiste hereby acknowledges that there are **no upfront fees**, and **no charges** to join and register with the agency.
- 5.10 The Agent is **not obligated** to pay Artiste fees prior to payment by the client. The client may take an indefinite period to pay but is requested to make payment normally **within 30 days of invoice**.
- 5.11 The Agent **will not be liable** for any outstanding fees to the Artiste in the event of indefinite delayed payment by the client for whatever reason.
- 5.12 The Artiste is **self-employed** and personally responsible for the payment of income tax, National Insurance contributions and other statutory deductions and where appropriate value added tax. The Agency **will not be responsible** for any Artiste's failure to complete any of the above mentioned.
- 5.13 An Artiste **must inform and discuss** with the Agent any intention to attend any open calls, auditions or sending their materials to any client. If an Artiste accepts an assignment directly from a client, the Artiste must inform the Agent **immediately** by email with all details and shall be liable to pay the Agent **full commission** of the fee which the Artiste receives unless the Agent says otherwise.

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6 ARTISTE'S OBLIGATIONS

- 6.1 The Artiste shall, **at all times**, act in a professional and courteous manner and shall attend all Assignments on time.
- 6.2 The Artiste shall carry out **every Assignment** to the best standard of ability and skill.
- 6.3 The Artiste shall **comply with all rules and regulations** relating to health and safety, fire prevention or general administration which may be in place at the premises of a Client or at a location where an Assignment is being conducted.
- 6.4 The Artiste shall **keep the Agent informed** of any significant changes in appearance to include, but not limited to, notification of any change of hair style or colour, weight loss or gain or the addition of any tattoo or any other visible feature such as a piercing.
- 6.5 The Artiste **shall not without the consent in writing** of a duly authorised representative of the Agent expose, reveal or make public any information in connection with the business of the Agent or these Terms and Conditions, all of which information is to be regarded by the Artiste as of a **strictly confidential nature**.
- 6.6 The Artiste shall **take all reasonable steps** to be available to attend auditions, send in self-tapes and to work regularly on Assignments but acknowledges that the Agent **cannot guarantee** that such Assignments can be secured and has made no representations to this effect.
- 6.7 The Artiste **consents for the Agent** to use any relevant photographs, images, showreels or other information relating to the Artiste to secure Assignments. The Artiste **must seek permission from the client first** if the Agent wishes to upload any photographs or video footage to social media.
- 6.8 The Artiste hereby acknowledges that **nothing** in these Terms and Conditions, nor any conduct of the parties, shall create or be deemed to create or imply the relationship of employer and employee between the Agent and the Artiste.
- 6.9 The Artiste on being given the contract by the Agent, **must complete the contract in full** for the contracted fee otherwise the Artiste will be liable for any losses incurred.
- 6.10 The Artiste must give **at least 7 working days' notice** to the agency to withdraw from an **assignment**, which has been booked by a client. The **Artiste shall be liable** for any extra costs that have been incurred by the Agent, the client or other Artiste's as a result or failure to comply with condition 6. It is the **Artiste's responsibility** to be available for the duration of the assignment. If an Artiste fails to complete an assignment for any reason other than illness (to be evidenced by a medical certificate) then the Artiste may be **liable to pay for costs or losses incurred**.
- 6.11 An Artiste **must inform and discuss** with the Agent any intention to attend any open calls, auditions or sending their materials to any client. If an Artiste accepts an assignment directly from a client, the Artiste must inform the Agent **immediately** by email with all details and shall be liable to pay the Agent **full commission** of the fee which the Artiste receives unless the Agent says otherwise.
- 6.12 The Artiste will not at any time **during any Assignment** nor for **one year thereafter directly or indirectly interfere with, solicit or entice any** of the Agencies Clients or persons with whom the Artiste were booked. Therefore, the Artiste cannot end representation during an assignment. The Artiste cannot at the end of the assignment, end representation and then return to work for the Client. When the assignment has ended if **within the year** they wish to return to the Client then the Agent will be **still entitled to charge commission**.
- 6.13 If an Artiste is working they will be **unable to end representation until said contract with the client ends**. **If the contract continues into the New Year, then FHM will write to the Artiste confirming that their registration and contract will be upheld and carried over until the assignment ends**. If at the end of the contract they are offered another assignment with the same Company after the contract ends then they will **still need to re-register until the extended contract ends** as they are being employed longer with the same Company that the Agent introduced the Artiste to.
- 6.14 In the event of the Artiste being in breach of this clause, the **Agency will seek legal advice and will be entitled to recover commission from you as the Agent introduced you to the client**.
- 6.15 The Artiste must **immediately** notify the Agency of any **direct offer of employment** for whom the Artiste has already carried out an assignment.
- 6.16 The Artiste must **always send all contracts** to the Agent before accepting, signing or returning said contract to the Client.
- 6.16 The Artiste shall **complete their Spotlight details in full** and ensure that they keep their **Spotlight up to date**.

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6.18 The **Artiste shall ensure** that they produce showreels of an excellent quality and that these are updated as and when necessary. They must have **all** their showreels on Spotlight, otherwise the Agent will not be in a position to push them for the relevant castings.

6.19 The **Artiste will ensure** that they complete their Tagmin details in full and ensure that they keep these up to date.

6.20 It is important that the Artiste has a **valid DBS Certificate** when working with children.

6.21 The **Artiste will ensure** that they have an up-to-date **DBS,, passport, right to work document** and send a copy of these documents into the Agent when requested.

6.22 The Artiste will need to **pay for any extra requirements** needed to work i.e. STCW Visa, Medicals etc.

6.22 The Artiste must complete and return the Termination Form if they wish to end representation, giving four weeks' notice. The Termination Form must be completed in full and termination will not be accepted without receiving this form.

7.AGENTS OBLIGATIONS

7.1 The Agent shall use **all reasonable endeavours** to secure suitable Assignments for the Artiste.

7.2 The Agent **shall provide** the Representation with **skill, care** and in accordance with the **recognised codes of practice and statutory obligations.**

7.3 The Agent shall take **all reasonable steps** to ensure Clients and other workers involved in Assignments are **professional and courteous but cannot be held responsible** for the conduct of any third parties.

7.4 The Agent confirms that the **only type of work** it will find or seek to find the Artiste will be an Assignment.

7.5 The Agent's authority to act on the Artiste's behalf **extends only** to the Agent's attempts to procure Assignments for the Artiste and to represent the Artiste in order to achieve the same, but the Agent has **no authority** to enter into Assignments with Clients on the Artiste's behalf **without the Artiste first having confirmed** to the Agent his/her agreement to so enter (in which case the Artiste has granted the Agent authority to enter into a contract with the Client on his/her behalf), and the Agent has **no authority** to enter into any other contracts with Clients or third parties on behalf of the Artiste.

7.6 The Agent **will contact the Artiste and offer a contractual assignment as a conditional verbal description.** Upon accepting, the Artiste is **liable to fulfil this contract in full.** The Agent will supply to the **"Best of Knowledge"** assignment details of the said contract via email. Details such as Time, Location, Date, Restrictions, Wardrobe, Working hours, Artiste's Fee, Usage fee information. Each contract **cannot be applied** to any other offers past or present.

7.7 **Every year** selected Artistes will be invited to **re-register during the month of January**, this gives FHM and the Artiste the opportunity to discuss together FHM's continued support and the best way forward for the New Year .

7.7.1 An Artiste cannot end representation if they are working into the New Year, offered work or asked to return with the same Company after their contract ends. They must notify Frank Holder Management immediately as Frank Holder Management will still be entitled to take commission as they introduced the Artiste to said company.

For example: If you have been booked for a cruise in 2026 and the contract ends in March 2027, you cannot write in and end your contract with Frank Holder Management until after the cruise contract finally ends. At the end of the cruise contract if the Company offers you another contract then re-registration with Frank Holder Management will be necessary and FHM will remain as your Agent. Commission will continue to be charged until you leave said Company. The Artiste cannot return to work for this company for one year after they end representation.

7.8 **Review – There will be a review in June where FHM and the Artiste can discuss any further support needed.**

7.9 **The Agent can decide to terminate this agreement early** and may decide to terminate the Agreement by notice in writing if:

- The Artiste commits a material breach of these Terms and **Conditions** and, in the case of a breach capable of being remedied, **fails to remedy** it within a reasonable time of being given written notice from the Agent; or

- The Artiste commits a material breach of these Terms and Conditions which **cannot be remedied** under any circumstances; or

- The Agent **passes a resolution for winding up** (other than for the purpose of solvent amalgamation or reconstruction), or a court of competent jurisdiction makes an order to that effect; or

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- The Agent **ceases to carry on its business** or substantially the whole of its business; or
- The Agent is **declared insolvent** or convenes a meeting of or makes or proposes to make any arrangement or composition with its creditors; or a liquidator, receiver, administrative receiver, manager, trustee or similar officer is appointed over any of its assets.

7.10 Any rights to terminate the Agreement shall be **without prejudice** to any other accrued rights and liabilities of the parties arising in any way out of the Agreement as at the date of termination.

7.11 It is not professional to breach the Terms & Conditions on purpose in order to try and force the Agent to terminate the agreement. FHM will not terminate the agreement under these circumstances and this will be frowned upon by professionals in the industry. Any breach in these Terms & Conditions may result in legal action being taken.

8 WARRANTY

Both parties **warrant their authority** to enter into this Agreement and have obtained all necessary approvals to do so.

9 LIMITATION OF LIABILITY

Nothing in these Terms and Conditions shall exclude or limit the liability of the Agent for death or personal injury, however the Agent shall **not be liable** for any direct loss or damage suffered by the Artiste or any third party howsoever caused, as a result of any negligence, breach of contract or otherwise.

10. INDEMNITY

The Artiste undertakes to **indemnify and keep fully indemnified** the Agent at all times from and against any actions, proceedings, claims, demands, costs (to include without prejudicing the generality of this clause, the legal costs of the Agent), awards or damages howsoever arising **directly or indirectly** as a result of any breach or non-performance by the Artiste of any of the Artiste's obligations, undertakings or warranties as set out within these Terms and Conditions.

11 GRIEVANCES

12.1 The client has the **right to contact** the Agent with details of any grievances that they feel applicable to that Artiste(s) on that assignment. The client in their discretion may **reduce the payment** of the Artiste's fee.

12. FORCE MAJEURE

Neither party shall be liable for any delay or failure to perform any of its obligations if the delay or failure results from events or circumstances outside its reasonable control, including but not limited to acts of God, strikes, lock outs, accidents, war, fire, breakdown of plant or machinery or shortage or unavailability of raw materials from a natural source of supply, and the party shall be entitled to a reasonable extension of its obligations.

13 ASSIGNMENT

The Artiste shall not be entitled to assign its rights or obligations or delegate its duties under this Agreement without the **prior written consent of the Agent**.

14 THIRD PARTY

Nothing in these Terms and Conditions intend to or confer any rights on a third party.

15 SEVERANCE

If any term or provision of these Terms and Conditions is held invalid, illegal or unenforceable for any reason by any court of competent jurisdiction **such provision shall be severed** and the **remainder** of the provisions hereof shall continue in full force and effect as if these Terms and Conditions had been agreed with the invalid, illegal or unenforceable provision eliminated.

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16 WAIVER

The failure by either party to enforce at any time or for any period any one or more of the Terms and Conditions herein **shall not be a waiver** of them or of the right at any time subsequently to enforce all Terms and Conditions.

17 REPRODUCTION RIGHTS

All images and details reproduced in association with the Agent are **supplied by the individual Artiste and/or their associates** and with the **full permission and consent** of the individual artiste/associates. The Agent **cannot be held responsible** for any loss howsoever caused by the Artiste misrepresenting themselves in any way. The artiste/associates are **solely responsible** for obtaining all the necessary **copyright permits** to reproduce their images in association with The Agent. The Agent **cannot be held responsible** whatsoever for any copyright infringements however caused or associated. All images and details reproduced are taken in good faith from the artiste/associates by the Agent.

18 NON-DISCLOSURE OF TRADE SECRETS

The Artiste will **not at any time**, whether during the currency of this agreement or at any time after the termination thereof, **divulge any** information to any person, organisation or other Agency.

19 ENTIRE AGREEMENT

These Terms and Conditions **supersede** any previous agreements, arrangements, documents or other undertakings either written or oral.

20 GOVERNING LAW

These Terms and Conditions shall be governed by and construed in accordance with the **law of England and Scotland** and the parties hereby submit to the exclusive jurisdiction of the English and Scottish courts.

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FHM CONTRACT 2026 - 2027

FRANK HOLDER MANAGEMENT CONTRACT

This contract with Frank Holder Management will be held for from the date of your Registration in 2026 until 31 January 2027 and by submitting your application to be registered as an artiste with Frank Holder Management you agree to the Terms & Conditions attached to this contract and stated above.

You can apply to Frank Holder Management by submitting our registration form found on our website and signing and returning this contract. www.frankholdermanagement.com

You must agree to FHMs Terms & Conditions in its entirety and provide **complete and accurate responses** to all the information requested on the registration form and once registered, on your Spotlight and Tagmin Account.

If there is **anything** you **do not** understand in these Terms & Conditions then please contact us and we will be happy to explain them to you.

Spotlight

It is the **requirement and condition** of Frank Holder Management that all artistes are registered with Spotlight or Mandy. **Spotlight** is the main portal where Casting Directors look for clients. Artistes can only become a member of this reputable platform if they are either young performers, graduating or that they are recommended by a Spotlight Registered Agent such as Frank Holder Management Casting professionals choose Spotlight to cast their projects because performers on Spotlight are recognised as the industry's best. If you are not already a member, artistes can apply directly to join Spotlight if you meet their criteria or Frank Holder Management can complete a recommendation form if you are successful during the interview process and have already registered with us.

Please check the website for how much Spotlight charge for membership which is payable directly to Spotlight.

<https://www.spotlight.com>

Once registered and you receive a Welcome Email from us, please **add us as an agent** on Spotlight. Artistes will be required to update their own details on Spotlight, including measurements, credits, all show reels and photographs.

Mandy.com

Frank Holder Management have a membership with Mandy.com and we are happy for our artistes to use this platform too.

We will be operating via Mandy.com in the same way as Spotlight and commission will be charged for any projects found using this platform. Please join Mandy.com and name us as your agent.

<https://www.mandy.com/>

Tagmin

Talent Agents use Tagmin to tag together all their admin, streamlining their workflow and linking their world - their talent and contacts - and the assignments that connect them.

Tagmin is the system of choice for both the biggest agencies in the UK and the smallest - and all the other sizes in between! It's comprehensive collection of tools, ease of use and low cost is unrivalled, leading to the majority of agencies now using Tagmin. Once registered we will send you an invitation for Tagmin, it is very important to **complete your Tagmin** in full and keep everything up to date.

Other Sources of Work

Frank Holder Management have many direct requests and will also **source projects outside** Spotlight and Mandy.com. by making direct contacts in the industry, via the Internet and social media. the lookout for new projects for their artistes.

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Open Calls & Projects - Joining Other Agencies

You **must also add any dates** of open calls that you are attending to Tagmin so that we don't double book

Frank Holder Management have made some great connections in the industry and many Companies often contact us directly looking for talent or you may come across them in the audition room or when sending in a self-tape. This is good news for all our artistes as you are **more likely to be selected** when you attend Open Calls and you **name us as your Agent**. Having an Agent comes across much **more professional** in the industry and Casting Directors have faith that Agents will send through artistes of a very high standard.

If an Artiste wishes to attend an open call or sources work themselves, please ensure that you **contact us first** to discuss this beforehand. You **must always** name us as your Agent and point of contact, copy us into any emails, send in any contracts and expect **commission to be charged** unless we state otherwise.

Frank Holder Management do expect our artistes to **check with us** before attending any open calls or auditions. you.

NB. Please note as mentioned below under Self-Tapes, this includes sending in your C.V., showreels or providing self-tapes (**this is all part of the audition process**).

When submitting this form, you are agreeing to **always contacting Frank Holder Management** before attending any open calls or auditions and you understand that **commission will always be charged** unless Frank Holder Management state otherwise.

Additional Agents

Frank Holder Management will agree to their artiste joining another agency **as long as that particular agency does not offer exactly the same opportunities as us**. This is because all reputable agencies belong to Spotlight and the agencies would be submitting clients for the same work.

Joining more than one agency causes problems further down the line when an artiste is successful and both agents may be in a position to claim commission. Frank Holder Management are supportive of their artistes obtaining further work with agencies that **only specialise in certain areas of the industry only** e.g. Modelling, Commercial Dance, Extra Work, Voiceovers.

Frank Holder Management **would appreciate being informed** of any intentions to join other agencies so that we can discuss whether this would be in agreement with us and in your best interests.

Signing these T&Cs mean that you agree and understand that you **must inform** of any intention to join other agencies.

Photographs

Artistes are required to have **high resolution, professional up to date photographs**, these may need to be updated every year, especially if there has been a major change in the way you look. Artistes can update their own photographs on Spotlight.

Please send us your **favourite professional headshot of your choice** for announcement on social media and ensure that all headshots and body shots are sent over to us by We Transfer www.wetransfer.com to office.frankholdermgt@gmail.com

We may also ask you to send us professional photographs/videos taken whilst working from time to time, this is for our website and social media. Frank Holder Management will always check with the Artiste first before posting on social media.

Showreels

Please note, if needed for our website and social media, Frank Holder Management may download these from your Spotlight. Please ensure that you have **excellent** showreels on your Spotlight. These must show all of your talents e.g. acting, vocals, dance, voiceover, accents, languages etc. Frank Holder Management will also check with the Artiste first before posting on social media.

DBS (criminal record check)

It is important that any artiste represented by us, (who may be working with children), to have a **current DBS check**. If you do have one of these then please organise and provide us with a copy of your certificate.

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This is a necessity when you are working with children and advantageous to have as if you are selected for a project, we may be asked to provide a copy, if you do not have one then you may lose out on a project. A DBS can take up to six months to arrive but they do last for 3 years.

Auditions

Fantastic news if a Casting Director/Company expresses an interest in you! Once selected they may request you to audition in person, self-tape or send in your Spotlight Link and showreels. **It is really important** that you proceed as Casting Directors do remember the agency and name of the artiste and if you do not, they may feel that you are unreliable and this could affect the reputation of Frank Holder Management. Frank Holder management always try their best to submit you for projects that you are interested in, if you **frequently turn down auditions** this will be considered as a breach of contract.

When auditioning always aim to arrive at least **15 minutes earlier**, this will give you plenty of time to find the audition, to catch your breath, to read and prepare anything you may need before you go into the audition.

Please always take your C.V. with you and a professional headshot. Frank Holder Management can provide you with an up-to-date Tagmin C.V. upon request.

A **tape measure** comes in handy sometimes and please ensure you have our contact details to hand. Each audition is different, to be enjoyed, to gain experience and to have fun!

Auditions can range from a few minutes to a whole day, so come prepared, dressed adequately, all dance shoes if required and with plenty of food and drink!

Auditions tend to be arranged between 24 hours or within a couple of days. We will let you know immediately we are given a casting, but sometimes we receive a call late in the evening for an audition the following morning. Theatre and stage show's usually give more notice. Bearing this in mind, it is important to think carefully about whether you can give this level of commitment.

We **cannot guarantee** that we will be able to gain auditions and work for every artiste on our books, however, we can guarantee that we will **make every effort** on behalf of every artiste.

The majority of the auditions are held in **London and Manchester**, casting fees are never paid for TV, film or stage auditions but may be paid for commercials. Artistes will be expected to **pay for their own travel and expenses**. After you attend an audition, please feel free to whatsapp message us to advise how it went.

Feedback is rarely given after an audition and we are contacted only if given a recall, pencil or an engagement.

Once the artiste has attended an audition, if they should be offered the job, it **MAY NOT** be turned down unless there are **exceptional circumstances**, if auditions are continually refused without good reason, this will be a breach of this contract you will be taken off our books.

Self-Tapes

Self-tapes are becoming a popular medium in the audition process. Please research tips and read instructions carefully. If scripts are provided for any audition type, please treat them with the **privacy and confidentiality** demanded.

Self-tapes should be treated as an audition and are a great way for Casting Directors to have access to an individual when there is limited time, based in another country or to give a clearer idea of what to expect prior to meeting the client in person.

The script (sides) will be provided along with directions which should be read carefully. Filming can be undertaken on any phone and should be of the face and shoulders only and in landscape mode. An introduction by the artiste is always required, stating name, age and Agent. Read in a natural accent unless requested to do otherwise and if there is another character in the script this can be read by the friend or relative and must be off camera.

Try to use natural sun/daylight in a bright room and a plain background. Plain wall/sheet or screen. Always start with an ident, unless stated other, the artiste should act/read the lines to the other person off camera and ignore the camera.

Please do not leave your self-tape to the last minute as if we do not approve your self-tape you will need to do this again before the deadline, we cannot always get an extension.

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Do not upload video to You Tube or social media as scripts and self-tapes must be treated as strictly confidential. Completed self-tapes can then be uploaded to Tagmin for approval or you will be provided with the relevant Dropbox. Sometimes you are asked to upload to You Tube as an unlisted private video.

Title the video with the artistes name, age, part they are reading for and Frank Holder Management.

<https://youtu.be/9g7KiSWbQSg>

Availability

You must continually update your unavailability on Tagmin, if you do not keep us informed and we must turn down auditions or work because of this, we may consider this to be an unacceptable refusal of work, and we will send you a warning that we may take you off our agencies books.

Please also update bank details, telephone/mobile number, your address in full and email address when necessary.

Confirmed Professional Booking

Congratulations!! If you are successful in obtaining an assignment, the Casting Directors will contact us to let us know, they should not contact you directly. If this should happen, please tell them to call us and then call us yourself to let us know they have been in touch. Frank Holder Management will negotiate the contract and go through the details with you.

You may get a call from wardrobe a few days before and the call sheet often the night before. Artistes **MUST** be polite, **well behaved and listen to instruction** from the cast and crew.

When filming or rehearsing the artiste must be quiet and calm on set or in the wings. Mobile phones are a **NO** on set so ensure you turn off or place on silent. **DO NOT** ask for selfies and **NEVER** upload images to social media as this will be in breach of the contract. Also, **DO NOT** announce anything on social media (unless shared by us) as the artiste may be pulled out of the job. **DO NOT** change your appearance in any way from the time you are booked (such as a haircut) Keep travel receipts in case expenses need to be claimed. All in all, it will be a fabulous experience for you, so please do your best and enjoy your time on the project.

Payment of Fees

Frank Holder Management prefer payments from Production Companies to be sent to Frank Holder Management directly and money is held for artistes in a **secure separate account** as required by law. Sometimes it can take around 60 days to be paid, please be patience we will endeavour to pay you as soon as we receive payment from the client.

If you are paid directly then a Commission Agreement will need to be set up. You will need to send in your wage slips to the office regularly so that an invoice can be sent to you for commission payment. office.frankholdermgmt@gmail.com

All artistes should ensure that they upload their account details to **Tagmin** for payment.

Commission

When we receive payment for any artiste, we deduct our commission and pay the artiste the balance.

We charge between **10% for the lowest paid assignments, 15% commission for Theatre , Cruise Ships and Entertainment Resorts and 20% commission for film, television, commercials and modelling.** (If the payment for a particular assignment is very low we may decide to reduce the commission, this is entirely at this Agencies discretion.)

Commission is payable to FHM on the **gross rate** paid on any assignments and processed directly through our agency (unless we state otherwise and this is entirely at this Agencies discretion).

Commission **is payable on rehearsals**; however, Agency Commission **will not be taken** from the Equity Minimum portion of per diem or out-of town expenses.

Production Companies often take a long time to make payments to artistes - this can sometimes be six months or more. We invoice if required to do so and chase payments as much as possible, but Frank Holder Management accept **no responsibility** for non-payment of fees due from any Production Company or any Casting Agent.

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Commission Due on Theatre

- The former agent shall be entitled to all commissions due on existing theatre contracts for the run of the production and on any contract for the same production if an extension or transfer occurs within twelve months of the end of the original term agreed by the former agent.
- If an actor returns to a production in the same role after twelve months, the former agent shall receive 10% of their original commission for this production and in perpetuity.
- Where the former agent submitted the actor for a role and arranged a meeting or where the role was offered without a meeting, 100% commission is due to the former agent for the length of the original contract and any extensions or reprisal
- Where the former agent submitted the client for a role but no meeting was arranged the former agent is due 100% for the length of the initial contract only.

Commission Agreement

Sometimes Companies prefer to pay directly, when this happens we will draw up a **Commission Agreement** before the contract begins and you will need to send in your wage slip/remittance advice regularly.

Please ensure that you send in your **Wage/Slip** and **not** a screenshot of your bank payment as this would not be the gross amount due. On receipt of this, Frank Holder Management will send you an invoice, this must be paid promptly and if there is any delay you may incur a **5% late payment charge on every late invoice** Failure to keep to the agreement and Terms & Conditions may result in **legal action being taken**.

Bank Details

Artistes must have their own bank or building society account and money will be paid directly to the artiste.

Please update your Tagmin with your **bank details** along with your **National Insurance Number and Unique Reference Number**

Your Details and Data Privacy Under the Data Protection Act

Frank Holder Management hold personal information for artistes in a **secure location**. We will use your details only for purposes related to this contract, or as agreed by you or permitted by law, including contacting you with offers of bookings and details of other productions, we are casting for, and about other services related to your bookings.

If at any time you wish your details to be deleted from our records, please **advise us in writing** and we will remove with immediate effect. You are responsible for the accuracy of all your details you provide to us in your application and keeping your details up to date. You can contact us at any time to update your details.

Reviewing FHM's Books

Frank Holder Management will be reviewing all talent on their books during the months of **December 2026 and January 2027**. This will give FHM the opportunity to review all talent on their books and the Team may decide that they think an artiste may be better placed with another agent. Also, this will give all artistes the opportunity to decide whether or not they wish to continue to be represented by FHM. You will need to follow the termination procedure outlined in this contract if you are still working into the New Year.

Registration 2026

You are signing a contract for the year 2026 – 2027 We will review our books at the end of this year and will invite artistes to re-register between **1 January and 31 January 2027 when your contract ends**. You will need to re-register and agree to the Terms & Conditions again if you wish to continue to be represented by Frank Holder Management after 31 January 2027 (from February 2027).

If you are working into the New Year and then at the end of the contract offered to work with the same Company again in the New Year, then you will automatically need to re-register until the contract or extended contract ends and Frank Holder Management will continue representing you until then. ***

Termination of Contract with FHM

We do hope you enjoy your time with Frank Holder Management during 2026, however, if you no longer wish to be represented by us please see the termination procedure outlined below:-

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1/ You, the Artiste, can email the office giving **four weeks' notice** to terminate representation, FHM will respond to your email requesting that you complete and return the Termination Notice Form.
It is a requirement of Frank Holder Management that you can only terminate representation by completing in full, signing and returning the Termination Form attached to this contract.

Please email your Termination Notice to FHM - office.frankholdermgmt@gmail.com

2/ Please note that if you have been successful in **obtaining an assignment**, you **cannot end representation** with Frank Holder Management until that particular assignment ends.

3/ After an assignment ends, if you are offered another Contract within the year with the same Company, then Frank Holder Management will **still be entitled to commission** having introduced you to the said company. The Artiste will need to continue to be represented by Frank Holder Management until the new Contract ends and the Registration Form will need to be kept up to date, completed, signed and returned.

4/ If the Contract is **open ended**, Frank Holder Management will **still be entitled to commission** until you have completed the open-ended Contract. The Artiste will need to continue to be represented by Frank Holder Management until the open-ended Contract ends and the Registration Form will need to be kept up to date, completed, signed and returned.

5/ Please remember that you will not be able to work with any of our clients that we have introduced you to for at least **one year after you have terminated your contract with us.**

Please read these Terms & Conditions **carefully**, if you have any queries on the above before registering, please do not hesitate to contact us.

By registering and accepting electronically these Terms & Conditions you are agreeing to having read, understood and will abide by all the Terms & Conditions of this contract for the term from the date of your Registration until 31 January 2027.

Please sign, date and return this contract to office.frankholdermgmt@gmail.com.

You can view and download a copy of The Terms & Conditions of this contract in The Members Area on FHM's Website. FHM will email you a copy of your Registration Form which is confirmation of the date that you have signed a contract with Frank Holder Management and that you have agreed to abide by The Terms & Conditions of this agency.

NB Frank Holder Management are entitled to update the Terms & Conditions at any time; however, you always will be informed in writing of any amendments or adjustments to these Terms & Conditions

Once registered, we wish you every success and The FHM Team will do our best to support you at all times.

Date Contract Valid: From Date of Registration to 31 January 2027
(unless working into the New Year**)**

Signed:

FHM Agent:

Date:

Signed:

Artiste:

Date:

FHM TEAM
LET'S WORK TOGETHER
FHMakingItHappen

NB *IMPORTANT: *****

- We cannot stipulate enough how important this is, please remember, that any Artiste wishing to end representation must complete in full and return the "End of Representation" Form attached to this contract.

Also, during the month of January 2027 invited artistes will have the opportunity to re-register. However, please ensure that you understand that the Terms & Conditions of this contract state that artistes working past this date will need to fulfil any arranged auditions and assignments held and found through Frank Holder Management before

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they complete the "End of Representation" form. Once all auditions and assignments have been completed they would need to complete in full and return the "End of Representation" Form attached to this contract.

*This is because after 31 January 2027 you could be working when you receive an assignment, contract extension or another direct offer from the Company that we have introduced you to. If this happens, you must notify Frank Holder Management of this offer **immediately**. FHM will **still be entitled** to receive commission and you would continue to be represented by FHM.*

It is only fair that Frank Holder Management continues to receive commission as they introduced you to said Company and will already have connections with said Company. Please remember that you cannot work for any Company that we have introduced you and you have been assigned to for one year, so please always inform us if you are directly approached by the Company you have been working for.

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“END OF REPRESENTATION FORM”

Firstly, thank you for choosing Frank Holder Management to represent you, secondly this form has been created to ensure that Frank Holder Management continues to provide an excellent service to their artistes and that all aspects of ending representation have been considered and adhered to. As stated in your contract, if you wish to end representation you cannot do this until you have fulfilled all auditions and assignments. FHM will only accept forms that are completed in full, signed and returned to office.frankholdermgmt@gmail.com Please address the email to the relevant Agent who will then be in touch if they wish to arrange a meeting to discuss anything further or with a date that representation will end.

Name of Artiste Legal Name

Address:-

..... Post Code

Spotlight Pin: FHM Agent:

Reasons for ending representation

.....

What were the good points of being represented by Frank Holder Management?

.....

.....

What didn't work so well for you under representation with Frank Holder Management?

.....

.....

I (Name) would like to give Frank Holder Management **four weeks' notice** of ending representation from today's date of I understand that I will **not be able to work** for any of the Companies that I have been introduced to and worked for under Frank Holder Management for one year from the date ending representation. If said Company contacts me and directly offers me an assignment within that year, I **must** inform Frank Holder Management **immediately** as I am in full agreement with FHM taking commission. If I do not inform them I would be in **breach of my contract** and Frank Holder Management will have to make a claim for commission through court which would mean I am liable to pay court costs.

Signed: (Name of Artiste)

Signed: (Legal Name)

Date:

Date:

OFFICE USE ONLY

Name of Agent

MEETING HELD: YES/NO. DATE:

END OF REPRESENTATION DATE:

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