

WORKING TOGETHER

WELCOME / SAVE / SIGN / RETURN

Thanks for being part of the Innobella Media freelance team, or for introducing yourself if we haven't worked together yet. This pack helps us match you with the right projects, keep your details up to date and make sure we both know what to expect. It covers our corporate, entertainment, live streaming, AV, video and podcast work.

Please complete the relevant sections, read the booking terms and sign the final page. You can return the saved PDF with your CV or portfolio to careers@innobella.media. If we already work together, this is a useful chance to refresh your details. We'll agree each booking with you separately.

FILLING AND SAVING IN CHROME

Click the shaded fields to type your answers; Tab moves to the next field. When you're finished, choose the PDF viewer's Download button, then With your changes. Save a copy with your name in the filename and reopen it to check your answers are there before attaching it to your email.

SIGNING WITHOUT ADOBE

You can sign in Chrome or another compatible PDF viewer. On the final page, add your supplier details, type your full name in Electronic signature and enter the date. By signing and returning the form, you intend to accept the terms. There's no need for an Adobe account or a paid signing service.

IF YOU PREFER A DRAWN SIGNATURE

In Acrobat, choose E-Sign or Fill & Sign, then Add signature (sometimes under Sign yourself or the pen icon). Choose Type, Draw or Image, select Apply and place it in the blank signature box on the final page. Save your completed copy. Menu names vary between versions.

A FEW PRACTICAL DETAILS

Please add your vehicle details on page 5 and complete the evidence section on page 7 when applying. Contact hello@innobella.media to arrange secure delivery of photo ID and any right-to-work evidence; please keep document images separate from this form. Payment and emergency details are only needed when we request them for a booking.

If you need more room, an extra sheet is fine. If your viewer won't save the fields, try Acrobat Reader or print, complete and return a clear scan. Let us know if another way of completing the pack would work better for you. We're happy to help at hello@innobella.media.

YOUR DETAILS AND RATES

GETTING TO KNOW YOU

Please share your details and rates below, then return the saved form to careers@innobella.media. Page 1 explains how to save and sign it. An extra sheet is welcome if you need more room. Payment and emergency details are needed only when requested for a booking.

01 YOUR DETAILS

Full legal name

Preferred name

Trading or limited company name

Business structure and company number

Business or correspondence address

Mobile number

Email address

Base town or city and travel area

Website or showreel link

02 RATES AND AVAILABILITY

Please share your usual rates or attach a rate card; we'll agree the price together for each booking.

Main roles and day rate for each

Hours included and overtime rate

Half-day rate and hours if offered

Travel-day rate and mileage rate

Equipment hire rates or attached kit list

VAT registered and VAT number if applicable

Usual availability and overnight travel availability

Joining the list helps us keep in touch; you're free to accept or decline bookings, and work isn't guaranteed.

SKILLS AND EXPERIENCE

TELL US WHERE YOU FEEL MOST AT HOME

Please rate your experience in each area: 0 = no experience; 1 = basic / would welcome support; 2 = comfortable on straightforward jobs; 3 = confident working independently; 4 = able to lead and troubleshoot complex jobs. Nobody is expected to cover everything.

ROLE OR SKILL	0-4	SYSTEMS AND EXPERIENCE
Producer / client liaison		
Production manager / crew coordination		
Technical producer / technical lead		
Camera operator / live events		
Camera operator / interviews / solo filming		
PTZ operator / programming		
Vision mixer / live director		
Video engineer / signal distribution		
Streaming technician / remote contributors		
Presentation playback / PowerPoint / graphics		
Audio engineer / live PA / mixing		
Location sound / radio microphones		
Podcast recording / remote guests		
Video editor / colour / audio post		
Lighting design		
Lighting operation / interview lighting		
Rigging and de-rigging / general crew		
Networking / connectivity / comms		
Driver / transport logistics		
First aid		
Other specialist skill		

Examples might include ATEM, vMix, OBS, Teams, Zoom, Sony, Canon, Blackmagic, Panasonic PTZ, audio desks, Dante, DaVinci Resolve or Adobe. We'll agree any qualifications needed for a booking separately.

EXPERIENCE AND EQUIPMENT

PROJECTS / KIT / QUALIFICATIONS

03 RELEVANT WORK

Project 1 / client, role, date and link

Project 2 / client, role, date and link

Project 3 / client, role, date and link

CV attached? Yes / No

Portfolio attached or linked? Yes / No

Optional reference: name, role, company and contact

Please check they're happy for you to share their details. We'll speak with you before taking a reference.

04 EQUIPMENT AND TRANSPORT

Equipment available for hire and rates

Software and specialist systems

Vehicle and equipment transport capacity

Relevant driving licence categories

Page 7 explains driving licence checks. Please make sure your motor insurance covers driving for work.

05 INSURANCE AND QUALIFICATIONS

Public liability insurance

Professional indemnity if relevant

Equipment cover if supplying kit

First aid qualification

Other relevant training / licences

Please include the provider, cover or certificate and renewal date. It's fine to say if you don't hold a listed policy; we'll agree what's needed for the booking and let you know if we need evidence.

PRACTICAL DETAILS

PAYMENT AND EMERGENCY DETAILS ONLY WHEN REQUESTED

Please use our agreed secure return method and keep this page separate from client call sheets and crew lists.

Vehicle registration / number plate (or None)

Vehicle make and model

Please add vehicle details when applying. We may share them with venues for parking and access. Let us know if your vehicle changes for a booking.

06 CLOTHING AND SUPPORT

Polo shirt size

Fleece size

PPE needed and size

Private support / adjustments discussion? Yes / No

Preferred contact method

If you'd like to discuss support, we're happy to talk privately. Please leave medical and criminal record details off this form; we'll handle any necessary sensitive information or checks separately.

07 PAYMENT DETAILS

Invoice supplier name

Supplier accounts email

Bank account holder

Bank name

Sort code

Account number

We won't ask for card details, PINs or passwords. We'll verify bank changes using an established contact number.

08 EMERGENCY CONTACT OR NEXT OF KIN

Contact name

Relationship

Primary telephone

Alternative telephone if available

This can be someone other than a relative. Please let them know and share the privacy information on page 6. We use their details only if needed for an emergency or serious welfare concern.

PRIVACY AND BOOKINGS

LOOKING AFTER YOUR INFORMATION / AGREEING EACH JOB

09 YOUR INFORMATION

Innobella Media Limited looks after this information as its data controller. You can contact hello@innobella.media with privacy questions or updates. Information comes from you, agreed references and any necessary verification checks.

We use your contact details, experience and rates to maintain our crew list and match people with suitable work, relying on our legitimate interests. Booking and payment details help us enter into and perform contracts. We keep accounting and required right-to-work records to meet legal obligations. For company representatives and emergency contacts, we rely on legitimate interests in administration and welfare; vital interests may apply in a serious emergency.

Only people who need your details have access. Relevant information may go to our accountant, bank, IT providers, professional advisers, authorities where required, and clients or venues for staffing and access, including vehicle details. Bank details and emergency contacts are not routinely shared with clients. Emergency services may receive information when necessary.

We review inactive crew profiles after 24 months without contact and remove them unless there's a reason to keep them. Emergency details are removed when no longer needed. Contract and finance records are normally kept for six years after the relevant accounting year, or longer if required by law or a dispute. Required right-to-work evidence is kept for the engagement and two years afterwards. Unnecessary copies are securely deleted.

You can request access, correction, deletion, restriction or portability where applicable, and object to processing based on legitimate interests. You can also complain to the ICO at ico.org.uk/make-a-complaint. We don't make solely automated recruitment decisions. We need essential booking, payment and legally required information to proceed; optional information is marked. We'll explain any overseas processing and safeguards before introducing it.

10 AGREEING A BOOKING

We'll agree the scope, dates, fees and expenses with you before each booking. Sometimes we'll send a formal purchase order to bring those details together; for other jobs, an email, text message, WhatsApp or another written messaging platform is enough. Throughout this pack, "in writing" includes all these methods.

These terms are between Innobella Media Limited (us) and the supplier signing this pack (you). They apply to bookings accepted after signing. A booking is confirmed when we both agree the role, dates and commercial terms in writing. A mutually agreed written confirmation takes priority where it expressly changes a term. Pencil holds remain provisional, can be released and don't attract cancellation fees. You're welcome to work for other clients and decline jobs; neither of us promises future work.

The intended arrangement is an independent supply of services, although legal and tax status follows the actual working relationship. Your statutory rights and our legal obligations still apply. Each of us is responsible for our own tax obligations, subject to any legally required withholding or payroll treatment; you do not give us a blanket tax indemnity.

IDENTITY AND ELIGIBILITY

10A WHY WE ASK / WHAT TO PROVIDE / HOW WE CHECK

Thanks for helping us keep our crew records in order. On 1 October 2026, the government expanded the Right to Work Scheme to cover certain worker and subcontractor arrangements. Whether a booking is covered depends on how it works in practice; genuinely independent business-to-business services can remain outside scope. We check what applies and complete any required checks before work starts.

Please confirm that you're entitled to undertake the agreed UK work, let us know about relevant restrictions or changes and help us complete applicable checks, including for any substitute. Your declaration and document copies don't replace the formal checking process.

PHOTO ID WITH YOUR APPLICATION

Please provide photo ID: your passport details page or both sides of your photocard driving licence. If you have neither, we'll help agree another form of photographic ID. For driving duties, we'll also need your driving licence. Contact hello@innobella.media first to arrange secure delivery or an appointment to show originals. We accept eligible alternative right-to-work evidence; not having a passport or licence doesn't automatically rule out non-driving work.

Passport held? Yes / No

Driving licence held? Yes / No

Evidence route: passport / share code / other

Applying for driving duties? Yes / No

Alternative evidence / restrictions / evidence supplied separately

HOW WE CHECK RIGHT TO WORK

For the online route, please get a right-to-work share code at gov.uk/prove-right-to-work and provide it with your date of birth securely. We use gov.uk/view-right-to-work to check permitted work and restrictions, match the photograph to you in person or by live video, and save the dated result. A screenshot alone isn't enough.

For the document route, we inspect acceptable originals with you present and keep dated copies. British or Irish passports may be current or expired for a manual check. Alternatives include an eligible birth/adoption certificate plus an official document showing your name and National Insurance number. A driving licence proves identity, not right to work.

If ordinary evidence isn't available, we'll discuss whether the Home Office Employer Checking Service is appropriate, for example for a qualifying pending application. We arrange any required follow-up checks and keep records as described on page 6.

DRIVING CHECKS WHERE NEEDED

With your permission, we may use gov.uk/check-driving-information to check vehicle categories, restrictions and relevant endorsements. For a GB licence, we need your DVLA check code and the last eight licence-number characters. The code is single-use and valid for 21 days. We'll agree the appropriate route for other licences.

Guidance: gov.uk/government/publications/right-to-work-checks-employers-guide and gov.uk/employee-immigration-employment-status.

FEES AND CHANGES

CLEAR ARRANGEMENTS / FAIR PAYMENT

11 TIME, FEES AND EXPENSES

Our normal day is eight hours. Unless we agree otherwise in the booking confirmation, your day rate covers up to eight elapsed hours from the agreed call time to release, including reasonable breaks and rig/de-rig time. Required travel between work locations counts towards the day. Home-to-venue travel time and separate travel-day fees are agreed in advance.

We pay 55p per mile for agreed work journeys in your own vehicle, including the return journey from home to the venue, unless we agree another rate in writing. Please confirm the expected mileage with us beforehand and include it on your invoice. We'll agree accommodation, meals, parking, tolls and other expenses before the booking.

Unless we agree otherwise, overtime after eight hours is paid at 1.5 times your day rate divided by eight, in half-hour increments. Please check with your Innobella contact before extending the day; time we instruct or require remains payable. We'll plan suitable breaks and safe working hours together. Let us know straight away if fatigue or travel safety is a concern.

We'll pay agreed equipment hire and reasonable, pre-approved expenses; please include receipts where available and VAT where properly chargeable. Send your itemised invoice to accounts@innobellamedia.uk with the job reference, dates, fees, agreed overtime, expenses and VAT details.

We endeavour to pay invoices on the day they arrive, although we can't guarantee this. Payment is due within 30 calendar days of receiving a correct invoice, regardless of when our client pays us. We'll raise queries promptly and pay undisputed amounts on time. Your statutory late-payment rights still apply.

12 IF PLANS CHANGE

We know you reserve time for us, so if we cancel a confirmed booking, the cancelled labour fee is: more than seven calendar days before call time, no fee; 48 hours to seven days before, 50%; less than 48 hours before, 100%. We'll also cover approved, unavoidable non-refundable expenses. Please deduct costs saved and replacement earnings for the same reserved time, and take reasonable steps to reduce the loss. Kit hire follows any separately agreed hire terms.

A date change counts as cancellation of the original booking unless we both agree otherwise. If you become unavailable, please tell us as soon as possible and help find a suitable replacement for us to approve. Fees aren't due for services you don't provide, and any unearned advance payment needs to be returned. Any further liability remains subject to clause 16.

If something outside either party's reasonable control prevents the work, we'll let each other know promptly and try to agree an alternative. If we can't, the same cancellation schedule applies when we cancel. Neither party owes additional damages solely because of that external event; completed work and approved unavoidable costs remain payable without double recovery.

WORKING WITH INNOBELLA

TEAMWORK / CLOTHING / SHARING YOUR WORK

13 ON THE JOB

We're looking forward to working with you. Please deliver the agreed services with reasonable care and skill, follow reasonable production instructions and the job's safety and safeguarding requirements, and let us know promptly about hazards, damage, incidents or delays. If a task is outside your experience or feels unsafe, pause and speak with us. We remain responsible for our own safety duties and production coordination.

We'll provide an Innobella Media polo shirt and fleece. Unless the booking says otherwise, please bring clean, plain black trousers and black trainers suitable for the work. Let us know your sizes ahead of time, wear the branded clothing as set out in the brief, and return loaned items when requested. To keep our on-site presentation consistent, please don't wear or display any other company branding on site unless we've agreed this with you in writing.

Some venues or tasks need hi-vis jackets, hard hats and/or suitable safety footwear or boots. The risk assessment and venue rules take priority, including safety boots instead of trainers where required. If you need PPE, please ask in advance so we can provide suitable sizes free of charge. Supplied items will be Innobella branded where suitable without affecting protection. We'll make sure the required protection is available before the task begins.

You can propose a suitably qualified and insured substitute at your cost. We won't unreasonably withhold approval, but suitability, client/security requirements and required right-to-work checks must be met before attendance. You remain responsible for delivery and equivalent confidentiality and rights obligations. Please get our approval before subcontracting.

14 LOOKING AFTER INFORMATION AND SHARING YOUR WORK

Please keep non-public client, commercial and production information confidential and use it only for the booking, except for legally required or protected disclosures. Use approved storage and transfer methods, protect access and tell us immediately about a loss or suspected breach. Please get written approval before putting client material into public AI tools or personal sharing services. If you act as a data processor, we'll need a suitable data-processing agreement before access; this pack doesn't replace one.

We're usually happy for you to share BTS photos and include work in your portfolio. Please check with us first and get written approval: client, venue, privacy or embargo restrictions may apply, including to names and tags. Mention Innobella Media, tag our account where supported and make clear you were working for us. Please avoid suggesting the client commissioned you directly or that you delivered the whole production. Approval covers the material and use agreed. If a client asks about changes or prices, please pass them to your Innobella contact.

14A RESPECTING CLIENT RELATIONSHIPS

Our client relationships help us create work for the whole team. During a booking and for six months after your last booking involving a protected client, you agree not to solicit or entice them away for competing services without our written consent. A protected client is someone first introduced through Innobella with whom you had material dealings on that booking. This includes encouraging them to bypass us or asking someone else to approach them for you.

This doesn't restrict demonstrable pre-existing client relationships, general untargeted advertising, unrelated services or genuinely unsolicited approaches that you haven't encouraged and that don't misuse confidential information. Please refer any request to change or take over the current Innobella booking to us.

HANDOVER AND ACCEPTANCE

FINISHING THE JOB / SIGNING THE PACK

15 DELIVERABLES AND RIGHTS

Please send the agreed recordings, project files and other deliverables by the agreed deadline and method. Keep a secure backup until we confirm receipt, then return or delete material as instructed, subject to lawful retention requirements. Please check with us before including third-party assets or licence restrictions.

Once we've paid the booking's fees in full, you assign to Innobella all copyright and other assignable intellectual property rights you own in material created specifically for it, including future copyright. Until then, you give us and our clients permission to use, edit and publish it for the agreed project. Your existing tools and materials remain yours; you grant a perpetual, worldwide, royalty-free, transferable and sublicensable licence to incorporated elements needed to use the deliverables. Please obtain equivalent rights from contributors you engage. You waive moral rights in bespoke deliverables to the extent legally permitted. Your equipment remains yours.

16 INSURANCE AND RESOLVING PROBLEMS

Please maintain any insurance expressly agreed for the booking and tell us about relevant changes. Each party is responsible for foreseeable direct loss caused by its breach or negligence. Total liability per party for a booking is limited to the greater of £5,000 or twice its agreed fees. Neither party is liable for indirect or consequential loss. These limits don't restrict agreed payment obligations, fraud, death or personal injury caused by negligence, or liability that cannot lawfully be limited. Equipment risks or higher limits need express agreement before the booking.

If something goes wrong, please contact hello@innobella.media promptly so we can find a practical solution. Either party may end a booking for a serious breach not put right within a reasonable opportunity, or immediately where necessary for serious safety, unlawful conduct or confidentiality concerns. Properly completed work remains payable; clause 12 covers cancellation for convenience. English law applies, with the courts of England and Wales having jurisdiction, subject to mandatory legal rights.

17 YOUR AGREEMENT

Thanks for completing the pack. By signing below, I confirm that my details are accurate to the best of my knowledge and I'll let Innobella know about material changes. I've read the privacy information and agree to clauses 10-16, including 10A and 14A. I'll provide evidence for lawful checks separately; this declaration is not a right-to-work check. By typing my full name or adding my signature, I intend to sign and accept these terms.

Supplier legal name

Signatory full name and capacity

Electronic signature: type your full name

Date signed

Or add a drawn or image signature here using Acrobat Fill & Sign

For Innobella Media Limited: authorised signatory and date