



**Recommended terms and
conditions, rates & travel and
subsistence rates for Outside
Broadcast sound freelancers**

Effective 2023 v1.1

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These are the MINIMUM expectations and members are free to negotiate improvements suitable for their particular circumstances.



BECTU recommended terms and conditions for Outside Broadcast sound freelancers

Effective 2023 v1.1

1. Working Day

1.1. The Daily Rate (see *BECTU recommended travel and subsistence rates for Outside Broadcast freelancers*) is for days of up to 10 hours from call time to off-site time, and includes a paid 1 hour meal break.

2. Working outside the UK

2.1. Travel days are Working Days.

3. Working on Christmas Day, Boxing Day and New Year's Day

3.1. The Daily Rate and the T-rate (T) are doubled for working on any of Christmas Day, Boxing Day and New Year's Day.

4. Travel and subsistence

4.1. The Daily Rate does not include travel related costs, accommodation, subsistence. Where these are necessary but not provided/paid directly, they will be charged according to *BECTU recommended Travel and subsistence rates for Outside Broadcast freelancers*.

5. Overtime

5.1. 1T = Daily Rate/10.

5.2. Hours for overtime purpose are always rounded up to the next whole hour.

5.3. Overtime rate after 10 hours, 1T.

5.4. Overtime rate after 12 hours, 2T.

6. Length of day

6.1. The maximum day length shall be 14 hours.

6.2. If due to unforeseeable and uncontrollable events, a day should overrun beyond 14 hours, an additional payment of 1 day (10T) will be paid and a hotel provided. If working the next day, the crew member shall have an 11 hour rest break.

7. Night Work - Hours Past Midnight

7.1. If work continues past midnight, an additional ½ day rate will be chargeable in addition to any applicable overtime.

7.2. If work continues past midnight, hotel accommodation will be provided, or chargeable if not provided.

8. Meal Breaks and Meal Provision

8.1. A day of at least 10 and less than 12 hours will have a 1 hour meal break near the middle of the working day, but not more than 6 hours from the start.

8.2. A day of 12 or more hours will have an additional 30 minute break after the meal break.

8.3. Broken meal breaks will be charged at 1T.

8.4. If local restaurants aren't available (for example, a remote location, or they are too busy due to the event), then a hot meal should be provided during the meal break and a snack during an additional break. (A restaurant is considered to be a sit-down meal).

9. Parking

- 9.1. Secure parking should be provided, free of charge, at a location within reasonable distance from site. The route to and from the parking must be deemed to be safe for all members of the crew.
- 9.2. When free parking is not available suitable parking locations (the same criteria as above applying) should be made well known.
- 9.3. Where driving to a venue and parking is not possible (for example, some city centre locations) alternative solutions will be agreed.

10. Onsite Facilities

- 10.1 Clean, usable, and appropriate toilet and washing facilities to be available onsite for the entire duration of the working day.
- 10.1. Suitable shelter from weather to be available with a rest area out of the rain, cold, sun and heat.
- 10.2. Tea & coffee facilities to be supplied and fresh drinking water to be available at all times.

11. Accommodation

- 11.1. Hotel accommodation to be offered in the following circumstances:
 - 11.1.1. The booking is for 2 or more consecutive days.
 - 11.1.2. The length of day is 12 hours or greater.
 - 11.1.3. Hours onsite go past 11pm.
 - 11.1.4. Hours onsite start before 7am (hotel for the previous night).
 - 11.1.5. The break between turns of duty is less than 11 hours.
- 11.2. The offer of a hotel room is always the preferred option but if exceptionally a hotel is not able to be booked by the client, then the hotel cost will be chargeable as set out in *BECTU recommended travel and subsistence rates for Outside Broadcast freelancers*.
- 11.3. Where a crew member prefers, travel home and/or travel to work (as appropriate) via taxi may be provided as an alternative to hotel accommodation.

12. Engagement

- 12.1. All engagements to be accompanied by a Purchase Order, to include at least location, call times, hours on site and car parking/travel information.
- 12.2. Unless otherwise agreed all of the terms set out in this document shall automatically apply in full on all engagements.

13. Cancellation

- 13.1. Cancellation of the engagement by the client, less than 48hrs ahead of the onsite time, will be charged at the Daily Rate for the first two days of the engagement. Subsequent days on the same engagement will be chargeable at the Daily Rate or as otherwise agreed at time of engagement.
- 13.2. Change of location will require an amended contract to be agreed, and any additional time or costs resulting from the change will be chargeable.

14. Terms of payment

- 14.1. Invoices to be paid in full within 30 days of presentation of invoice, failing which late payment interest and charges become payable as set out in legislation.



BECTU recommended daily and overtime rates for Sound Department Outside Broadcast Freelancers *Effective 2023 v1.1*

Rates

The following rates are subject to constant review.

The rates should be applied according to the BECTU Recommended terms and conditions for Outside Broadcast freelancers and the BECTU recommended travel and subsistence rates for Outside Broadcast freelancers.

Daily Rates

Role	10 hour day¹	Travel day²	>10 hour OT³	>12 hour OT⁴
Sound Engineer	£430	£430	£43/hr	£86/hr
Sound Guarantee	£530	£530	£53/hour	£106/hr
Sound Supervisor	£530	£530	£53/hour	£106/hr

¹The daily rate is for a 10 hour day (including a paid 1 hour meal break).

²Travel day is for travel from the UK to another country

³Payable for 11th and 12th hours, in full hour increments

⁴Payable for 13th and further hours, in full hour increments

Working Outside the UK

The rates and conditions are the same as those in the UK, except it is acknowledged that on longer overseas assignments specific circumstances may arise where it is advantageous to engager and worker to agree more appropriate terms, based on these rates.

It is emphasised that the Daily Rate does not include hotel provision, travel or subsistence. Extra travelling expenses, such as airport parking, will be chargeable (see *BECTU recommended travel and subsistence rates for Outside Broadcast freelancers*).



**BECTU recommended
travel and subsistence rates for
Outside Broadcast
freelancers
*Effective 2023 v1.1***

Travel, subsistence, accommodation and other expenses

The following rates are subject to regular review.

A. Travel

- A.1. Public transport and taxis from home to OB location – actual cost.
- A.2. Public transport from OB location to OB location – actual cost.
- A.3. Car mileage from home to OB location - HMRC allowable rate, currently 45p/mile.
- A.4. Car mileage from OB location to OB location - HMRC allowable rate, currently 45p/mile.
- A.5. Parking (including airport parking when travelling by air) – actual cost.

B. Subsistence - UK

- B.1. A £25 Per Diem will be paid to cover meals not provided and paid for.

C. Subsistence – outside the UK

- C.1. A per diem appropriate to the location of not less than £25 will be paid to cover meals not provided and paid for, plus not less than £5 per day to cover the additional expenses of being outside the UK.
- C.2. In high cost overseas locations the appropriate per diem level will be increased as appropriate.

D. Accommodation

- D.1. Hotel accommodation – actual cost, subject to a maximum of £150 inside the M25 and £100 outside the M25.