



THE COLLAB COLLECTIVE

our pop-up collaborative choir

ONBOARDING WAIVER



This onboarding waiver is for all participants who collaborate with Collab Company across any of the platforms within our organisation. As with everything in our company, your participation is contingent on your agreement to our terms and conditions which assure us that you will uphold our ethos during our time together. Parents or guardians will agree to this for any participant who under the age of 18 years old.

EXPECTATIONS

1. **Participants are bound by an ethos which we expect everyone to uphold** in all formal and informal interactions within Collab Company. Failure to adhere to our ethos, specifically related to any perceived issues around inclusivity, professionalism, respect, integrity, accountability and safeguarding may result in Collab Company issuing a notice of termination for any further involvement as a participant. No refunds will be offered in this instance.
2. **Participants must be punctual**. No refunds will be offered in instances where a participant arrives late to, misses the continuation of or fails to attend any session related to their participation.
3. **Participants are responsible for wearing the correct clothing** as required for us to achieve a specific aesthetic for our media, marketing and creative content campaigns. Participants of the pop-up choir (The Collab Collective) are required to wear light, medium or dark blue denim skirts, capris, jeggings or jeans. Your wearable merch will be provided as you arrive in the morning and must be worn for the rest of our time together. This merch will be white or black depending on the theme and trend we are engaging with for that session. Hair, make-up and accessorizing is always encouraged!
4. **Participants who are unable to attend after payment has been made will not be liable for a refund** due to the purchase of wearable merchandise and pre-booking with our venue partners on your behalf. We will ensure to keep your wearable merch safe until such time as you can collect it. We will also offer your space to someone in our *Pay It Forward* program which seeks to support those young creatives who cannot afford to attend our workshops except through an application to become part of this program.
5. Any payment made to Collab Company **signifies your agreement to all terms and conditions related to your participation in The Collab Collective**, including those listed in the Expectations and Liabilities sections of this document.
6. The Collab Collective is a pop-up collaborative choir which includes photography, videography and the creation of social media content throughout the session for Collab Company and our official collaborative partners. As such, any payment made to Collab Company **signifies your agreement to all terms and conditions around the recording and distribution of content which includes you** within it.

LIABILITIES



7. **Collab Company engages with participants on the assumption they are in good health** (physically, mentally and emotionally) and that they, or their parents or guardians, have disclosed any relevant medical issues related to the work we shall undertake during The Collab Collective. Our *Medical History and Guidance Form* can be found in our Addendums section and must be printed out and handed to a member of Collab Company ahead of the session starting.
8. **Collab Company must be made aware of all serious medical issues, allergies or injuries which require our attention.** If applicable, please submit our *Medical History and Guidance Form* as per the above instructions. This form may also be used for participants who experience barriers to learning or are Persons of Determination.
9. **Collab Company reserves the right to:**
 - 9.1. postpone, cancel, change the venue or nature of the delivery of a session with 24-hour notice to the affected parties.
 - 9.2. monitor and record communications for quality assurance or legal purposes.
 - 9.3. cease a session at any point if our Collab Company specialists, professionals, practitioners or guest artists feel threatened, intimidated, harassed or disrespected.
 - 9.4. prevent any individual or entity from participating in any session run by or with Collab Company.
 - 9.5. remove any participant due to their behaviour, attitude or comments which are contrary to our non-negotiable ethos or safeguarding framework.
 - 9.6. take legal action against any individual or entity who infringes on our copyrighted material used or referenced within any session run by or with Collab Company.
 - 9.7. take legal action against any individual or entity who is found copying, distributing or reselling any of our copyrighted material as used or referenced within any session run by or with Collab Company.
 - 9.8. take legal action against any individual or entity who slanders Collab Company or any of our collaborative specialists, professionals, practitioners or guest artists in or on a public forum.
10. **Collab Company does not accept responsibility for:**
 - 10.1. loss or damage of the personal property of a participant when engaging in any activities related to or suggested by members of Collab Company unless this loss or damage is found to be caused by gross negligence of the individual operating in our name.
 - 10.2. death or personal injury to any individual participating in any session run by Collab Company.
 - 10.3. technical difficulties due to any equipment that is not our own that may result in disruptions to the standards of a performance, lecture, lesson, activity, session or task we undertake.
 - 10.4. negligence on the part of the participant which may negatively affect the delivery or outcome of the session being run by Collab Company.



ADDENDUMS

additional support documents



MEDICAL HISTORY AND GUIDANCE

Please print out and submit a copy of this form to us on the day of the workshop and even before via email. This form is used to disclose the relevant medical history of any participant who is in the care of Collab Company or any of our specialists, professionals, practitioners or guest artists and has guidance required for:

- Special Needs, and your guidance on supportive ways of working.
- Injuries, and the additional support we could offer.
- Allergies, and the necessary precautions we should take.
- All prescribed medications, how they should be administered and what they might result in.

PARTICIPANT DETAILS

Name: _____ Age: _____

Date of Birth: _____ Nationality: _____

ID Number: _____ Expiry Date: _____

Blood Group: _____ Allergies: _____

EMERGENCY CONTACT DETAILS

Emergency Contact Name: _____

Emergency Contact Relationship: _____

Emergency Contact Number/s: _____

Emergency Contact Email: _____

MEDICAL INSURANCE DETAILS

Medical Insurance Company: _____

Medical ID Number: _____ Expiry Date: _____

MEDICAL GUIDANCE

Please disclose the nature of the medical issue here: _____

Please advise precautions that the participant will take to manage themselves: _____

Please disclose precautions that we can support them with: _____

Please be advised that it is the responsibility of all 18+ participants or parents/guardians (for under-18s) to provide us with details to support the participant, however, Collab Company accepts no liability for death of or injury to any participant when our Safeguarding Policies and Procedures have been observed alongside any guidelines as submitted on this Medical History and Guidance Form in as far as is reasonably practicable.