



## **AGREEMENT AS TO CONDUCT**

1. The club will be open 30 minutes before the doors are open to the public. Dancers will be expected to be at the club at least 15 minutes prior to the opening and pay their floor fee upon arrival. If dancers are to arrive later than the time agreed they will be charged according to the charges set by the company. Dancers are requested to sign in on arrival and sign out on leaving.
2. Any queries as to appropriate clothing, hair, make up and jewellery should be referred to the club manager.
3. Dancers are asked to arrive and leave the club quietly in respect of our neighbours.
4. Dancers may not give out their telephone number or any contact information to any customer, accept any telephone number of contact information from any customer or otherwise make any arrangement whatsoever to meet a customer outside the premises. The dancer may provide a customer with the days and shifts that they are working at the club.
5. Dancers shall not be intoxicated through drink or drugs on the premises at any time.
6. Dancers should refrain from chewing gum and smoking is only permitted within the designated areas. When smoking in the designated areas dancers should not be in a state of undress.
7. Dance
  - Each dancer must perform on the stage throughout the night.

Private Dances

  - All private performances are to be topless or fully nude performances and performed in the booth areas only.

VIP Dances

  - These will take place in the designated VIP area and charged at a rate set by the club per 15 minutes. There is no limit on how long one customer may stay in the VIP area. Customers may not be charged again for VIP dances unless they agree and that the time paid for has fully elapsed.
8. If a customer attempts to touch or speaks to a dancer inappropriately during a booth performance, the dancer may cease to dance, and explain the club rules to the customer. If necessary the dancer should ask for assistance from security or management.
9. Selling of any form of sexual favours is prohibited and shall result in the immediate termination of the dancers contract for services with the club.



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10. Accepting a customers offer of payment in return for sexual favours, whether or not the dancer has any intention of carrying them out, will result in the immediate termination of the dancers contract for services with the club.
11. Lewd and lascivious behaviour is not permitted within any of the club and such conduct will result in immediate termination of the dancers contract for services within the club.
12. There shall be no intentional physical contact between performers and customers at any time before, during or after the performance with the exception of leading the customer by the hand to or from the area permitted for performances.
13. The performer may not simulate any penetrating sexual act during a performance.
14. Performers must not use any inappropriate, lewd, suggestive or sexually graphic language in any public or performance areas of the premises.
15. There shall be no use of sex articles (as defined by paragraph 4 (3) of Schedule 3 of the Local Government (Miscellaneous Provisions Act) 1982 at any time).
16. There shall be no full nudity by performers in public areas of the premises unless the Council has agreed in writing the area may be used for performances of sexual entertainment.
17. Performers must fully dress (i.e. no nudity) at the end of each performance.
18. Performances of sexual entertainment may only take place in designated areas of the premises as agreed in writing by the Council.
19. There shall be no photography permitted by customers on the premises.
20. Customers must remain on the seat/sofa for the duration of a performance.
21. The club has a zero tolerance policy regarding the illegal use and selling of drugs. Any dancer who is witnessed or known to be under the influence of, or found to sell, or be in possession of an illegal drug will have their contract for services terminated immediately. The dancer will also be escorted from the premises and/or reported to the relevant authorities.
22. Dancers are asked not to have spouses or boyfriends visit the club on any of the nights that the dancer is performing.
23. Dancers are not allowed to visit the premises when they are not working.
24. Dancers are required to sign a disclaimer that they have no previous convictions for sex or drug offences.
25. All dancers will pay the appropriate floor fee upon arrival.



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26. All dancers will be provided with a clear purse, which they must carry with them during their shift, for the purpose of keeping their dance chips.
27. Dancers are not allowed to carry cash with them at any time during their shift. All cash including tips must be changed for dancing chips. If a dancer is found to carry cash during their shift, that cash will be removed and be retained by the club.
28. The club accepts no responsibility for the loss, theft or damage of any valuables and or personal belongings of the dancers during their shift. The club will safe keep any valuables at dancers request in the club safe within a signed and dated envelope. The dancer can recover the envelope containing their valuables at the end of the shift.
29. Dancers are not allowed to bring their own alcoholic drinks for consumption during their shift. If a dancer is found to have brought their own alcoholic drinks disciplinary action will be taken.
30. Dancers must be dressed in accordance with the clubs guidance.
31. All dancers are required to be fully aware of the notices and guidelines displayed in the changing room by the club.
32. The club employ extensive use of recorded CCTV which is reviewed on a regular basis.
33. The company require proof that you have the intention of paying your own tax and national insurance. A letter from your accountant or your agreement as specified in the contract will meet this requirement.



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## Code of conduct/dancers agreement

I certify that I have read and understood the codes of conduct pertaining to dancing and occupying space at Black Orchid, 64 Call Lane, Leeds, LS1 6DT. I agree to comply with the attached code of conduct and realise that breach of the code will result in me not being able to occupy space at Black Orchid, 64 Call Lane, Leeds, LS1 6DT. Acknowledgement and agreed to be abided by.

Dancers Name .....

Dancers Signature.....



## **CODE OF CONDUCT FOR CUSTOMERS**

1. Customers must be seated before a dancer can commence a performance and must remain seated during the performance.
2. There must be no inappropriate touching of dancers at any time during the dance.
3. No propositioning of the dancers.
4. The customers must not dance at any time.
5. The customer must remain fully clothed during a dance.
6. Any breach of these rules will result in the customer being excluded from the club.

## **CHALLENGE 25 POLICY**

Challenge 25 is a policy adopted by the premises aimed at preventing people under the age of 18 from gaining access to age restricted products, primarily alcohol.

Under the policy, customers attempting to buy age restricted products, are asked to prove their age if, in the staff members opinion, they appear to be under 25, even though the minimum age to buy alcohol in the UK is 18.

There are notices displayed in the reception and at every point of sale explaining the policy to customers.

The policy is to be enforced as follows :-

1. You must look at the person that you are about to serve and decide whether or not they appear under 25 years of age.
2. If they do you must politely ask them to prove their age by providing you with a valid form of identification. The only satisfactory ID that we accept is a UK passport or photo driving licence.
3. Any ID that is provided must be carefully checked to ensure that it relates to the person that you are serving, is valid, has not been tampered with or forged and proves that they are over 18.
4. If everything appears to be satisfactory, return the ID to the customer and continue to serve them.
5. If they cannot provide the required acceptable ID, you must explain the policy and explain that you cannot serve them.
6. If they do not accept your explanation do not enter into an argument. Call for a member of management who will then deal with the situation.
7. All persons refused service must be recorded in the bar refusals log book. This book is kept behind the bar.



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## **DANCERS AND PERFORMERS WELFARE POLICY**

- Dancers and performers shall be provided with secure and private changing facilities.
- Dancers and performers can deposit any valuables with the management by way of a sealed/signed envelope, to be kept in a safe upon their arrival at the club and returned at the end of their shift.
- Each new dancer and/performer will be given a full and detailed induction upon their commencement of employment at the club. This will include all club rules, conduct, code of conduct, unit familiarity, fire evacuation procedures and health and safety. This will be documented by way of the company dancer/performers contract.
- Any dancer or performer who expresses a grievance with a fellow dancer or performer or a member of management or staff from the company will have the matter dealt with by way of the company's grievance policy as set out in the company manual.
- At the conclusion of a shift all performers will be provided with a company nominated taxi or escorted to their own transport by a member of security staff or management.
- All entrances to private areas to which members of the public are not permitted access shall have clear signage stating that access is restricted and/or a coded digital lock.
- Any exterior smoking area for use by performers shall be kept secure and separate to any public smoking areas.
- There must be a minimum of one member of security staff and/or management on any floor where performance of sexual entertainment is taking place.

## **SELF-EMPLOYED CONTRACT FOR SERVICES AS LAP-DANCER**

Premises: Black Orchid, 64 Call Lane, Leeds, LS1 6DT

**You must be familiar with each of the following rules. All rules are extremely important and must be abided by at all times.**

### **Before Coming to Work**

DO NOT drink alcohol or EVER take any illegal drugs before coming to work

DO organise safe, secure and reliable transport TO and FROM work before coming to work.

### **Customers**

DO NOT engage in any indecent behavior including sexual intercourse. You must not make the offer of any sexual or other indecent service for any kind of reward.

You must NEVER make prolonged physical contact with a customer, IT IS YOUR responsibility to tell the customer NOT to inappropriately touch you; if they persist you must immediately stop the dance and tell security, a manager or the house mother.

DO NOT exchange name, address or phone numbers with customers. It is prohibited for you to use your mobile phone on the floor.

DO NOT approach the customer(s) before they have received their drink, even if you know them or consider them a friend. You may only approach after the tip tray and change has been placed on the table.

DO NOT react if customers are rude to you. If they are rude immediately contact a member of security or management, who will take appropriate action.

### **Personal Dances**

Only perform private dances in the dance booths. Don't strip or dance when not in the booths (or on stage).

You cannot use any props, sex toys or similar during the performance of a dance.

You must put your clothing or underwear back on at the end of the performance or a dance.

Dances are priced as follows: A nude dance of 1 track £20.

YOU SHOULD always ask the customer before you dance if he is paying with cash. If not make sure he has purchased dance vouchers from the marker. Make sure the customer knows how much he has to pay first.

Dancers paid with vouchers are paid as follows, nude dance 1 voucher.

Garters worn for the collection of gratuities shall be situated no higher than mid thigh.

### **General Rules**

Spouse/boyfriends/partners are not allowed in the club when you are working.



No performances to take place outside the licensing hours (House Mother will inform you of these).

You must not leave before signing out with the House Mother, and confirming your mode of transport home. A member of door staff must then accompany you to your transport home.

The club has an anti drugs policy in place, therefore we reserve the right to perform random searches at any time we see fit, and anyone found in possession of an illegal substance will be detained and handed over to the police. Other Conditions apply, please read the Anti Drugs Police (available on request).

Performers are not permitted to publish outside the club about anything that takes place inside the venue. Neither to friends, family or to 'post' anything on any internet website, nor social networking sites (e.g. Facebook or Twitter etc) nor to any representative of the media (newspapers, TV, radio etc) this will result in instant action being taken against the dancer, and possible legal action for breach of contract.

#### **Stage Show**

You will perform a topless dance on the stage as required by the House Mother or Management. IT IS YOUR responsibility to be on stage on time for your performance, be there ready to go when you are announced by the DJ. You can pay an optional extended floor fee to resign yourself from the pole rota. If the DJ can't play your requested song you must dance to an alternative. When DJ is not on duty you are still required to dance on stage as arranged.

#### **House Fees**

House fees will be agreed between management and dancers on a nightly basis, however the club will charge no more than £50 per night as a house fee.

#### **Attendance and Punctuality**

If you are unable to do a shift that you are booked in for, you can get another dancer to cover for you. You must inform management and the cover dancer must also confirm it for you also.

Your cover must be approved by management prior to them covering your shift.

You cannot work if you appear to be under the influence of alcohol or illegal drugs

#### **Performers House Rules**

The House Rules are set out within this contract but in addition you must regularly read the House Rules Displayed within the Changing Areas, a copy of which is attached (Annex 1).

**Opening Times**

Monday 22:00 - 04:00  
Tuesday 22:00 - 04:00  
Wednesday 22:00 - 04:00  
Thursday 22:00 - 04:00  
Friday 22:00 - 05:00  
Saturday 22:00 - 05:00  
Sunday 22:00 - 04:00

If you have agreed a later start-time you must be on the floor at the agreed time. House fees will not be reduced as a result of working reduced hours.

For Health and Safety reasons the management need to know who is working on the premises at all times. if you need to leave the premises for any urgent reason, you must tell the House Mother.

**Declaration**

By signing below you acknowledge that you are over 18 years of age, will abide by all the rules outlined above, and that you are also a registered self-employed person with H.M.R.C and are responsible for your own tax, national insurance, VAT (if applicable) and all similar taxes and charges.

Signed: .....

Name: .....

Date: .....

Stage Name: .....

Address: .....

.....

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Telephone No. ....

**Next of Kin Details No.1**  
(Contact in Case of Emergency)

Name: .....

Relation to Performer .....  
e.g. Sister / Mother etc.

Address: .....

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Telephone No. ....

**Next of Kin Details No.2**  
(Contact in Case of Emergency)

Name: .....

Relation to Performer .....  
e.g. Sister / Mother etc.

Address: .....

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Telephone No. ....

**Notes By Manager**

TWO TYPES OF ID Must be Photocopied and Put Attached to this application form. Driving License or Passport.

If the performer does NOT have a passport from a European Country, please get a copy of a government document stating CLEARLY that the dancer can work in the UK.

ID Type No.1 .....

ID Details .....

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ID Type No.2 .....

ID Details .....

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**Usual Method Transport to and From Premises**

Please Indicate how you would usually get to and from work e.g. car or taxi or collection. Please note that we do not allow walking to and from work.

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Travel "Buddy"

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Car Registration No.

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**Training Record**

**Contract & Guidelines Read & Signed (Before Starting First Shift)**

SIGNED: (Performer)    DATE:    INITIALS:

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**Verbal and Practical Examination of Contract Details (Before Starting First Shift)**

SIGNED: (Performer)    DATE:    INITIALS:

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**House Mother Observes Performers First Shift (On Date of First Shift)**

SIGNED (House Mother)    DATE:    INITIALS:

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**Review With Performer of First Shift (On Date of First Shift)**

SIGNED: (Performer)    DATE:    INITIALS:

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**Review Within First Month (Within One Month of First Shift)**

SIGNED: (Performer)    DATE:    INITIALS:

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**Review Within First Quarter (Within Three Months of First Shift)**

SIGNED: (Performer)    DATE:    INITIALS:

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**Annual Review (Within 12 Months of First Shift)**

SIGNED: (Performer)    DATE:    INITIALS:

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## Ongoing Record

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**Annex 1**

**House Rules (Performers)**

1. All performers shall be over 18 years of age. Prior to engagement all performers will provide documentation that they are aged 18 years or over. Checks will be made to make sure the necessary legal work permits to work in the United Kingdom are in place. Should performers be employed from an agency the same checks will be carried out. Management shall keep written record of these checks which shall be available to authorised officers of the council and the Police.
2. No performer shall be allowed to work, if under the judgement of the management, they appear to be intoxicated or under the influence of illegal substances.
3. No performance shall involve the use of sex articles (as defined in the Local Government (Miscellaneous Provisions) Act 1982).
4. Performers shall not use any props or clothing in the act which portrays them as a minor.
5. Garters worn for the collection of gratuities shall be situated no higher than mid thigh.
6. Dancers shall re-dress at the conclusion of the performance and are to remain clothed (minimum bikini top and bottoms) at all times except when giving a performance.
7. Performances of adult nature must be restricted to the designated areas.
8. All staff and performers are forbidden to give personal details including real name and address or other contact details of any other performer or staff member to a customer. Performers are strongly advised not to pass their own personal details to customers.
9. The duty manager and security staff will ensure that all customers and performers comply with the house rules.

## HOUSE RULES

DATE \_\_\_\_\_ NAME \_\_\_\_\_ SIGN \_\_\_\_\_

1. Mobile Phones must be either switched off or on silent while on the premises and under no circumstances be used at any time in any areas which the public have access.
2. Under no circumstances may any dancer exchange personal contact information with any customers.
3. All VIP dances must be declared to the marker before the dance begins.
4. Booking in must be done either in person via the book or by txt to TBC. Any cancelations must be done 24hrs in advance. A doctor's note will be accepted if you are unable to do this.
5. A dance is 3mins (1Song) booths must be vacated immediately after the dance has finished.
6. Boyfriends, girlfriends, casual partners are not allowed in the club while you are working.
7. Dancers are not allowed in the club when they are not working.
8. All tips must be declared and commission paid accordingly.
9. Girls are not permitted to bring alcohol into the club.
10. Excessive consumption of alcohol is not allowed while you are working.
11. No more than 2 dancers are allowed in the smoking area at any one time.
12. Arrivals must be no later than 9:30pm and later shift must be agreed and are at manager's discretion.
13. Permission must be sought before getting changed to go home and going home early is at the manager's discretion.
14. You are not to engage in any inappropriate conversation with customers. This includes illegal activities and confidential matters of the club.
15. If you are unable to work your shift, at least 24 hours notice must be given. Repeated breaches of this rule will result in dismissal.
16. Dancers are not allowed behind the bar at any time.
17. Please refrain from using bad language.
18. Dancers are required to partake in any promotional ideas the club may experiment with, this may include fancy dress events, etc.





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19. Dancers will be required to perform pole shows throughout the night.
20. Curtains in dance booths must remain fully open at all times.
21. Chewing gum is forbidden, please use mints instead.
22. Payment for dances is at dancers own risk. It is recommended that payment be obtained before a dance begins. Customers wishing to pay by credit card are subject to a commission surcharge of 20% - dancers must inform customers of this.
23. Prostitution: selling any form of sexual favours is prohibited and shall result in instant dismissal.
24. If a customer attempts to touch or speak to you inappropriately during a dance, immediately cease the dance, place the customer's hands to his side and explain the rules to the customer. If necessary, ask for a security doorman or member of management immediately who may remove the customer from the premises.
25. Drugs: this club maintains a zero tolerance policy regarding the illegal use of drugs and/or selling of drugs. Any dancer (or employee) who is witnessed or known to be under the influence of an illegal drug or found to sell an illegal drug or be in possession of an illegal drug, will be immediately dismissed and the club will refer the matter to local authorities for prosecution.
26. Dancers may not leave the premises during their shift except with the express permission of the duty manager.
27. Any lost property should be handed into the management immediately.
28. When the music finishes at the end of the night no more dancing is permitted. If you are on the floor you must leave and get changed.
29. At the end of a shift, dancers will leave either in a nominated taxi, or will be escorted to their car by a member of security staff.

Any complaints, comments or suggestions, be these personal or professional, should be directed to the management. All comments will be dealt with discreetly.









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**FREE HOUSE FEE**

Please Accept This as a Token for a free house fee. To be used no longer than 30 days after the date stated.

This Voucher has a value of no more than £25

Date \_\_\_\_\_ Signed \_\_\_\_\_



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## POLE ROTA

TIME	DANCER	Carried Out Y/N	Dancers Working
<b>22:00</b>			
<b>22:30</b>			
<b>23:00</b>			
<b>23:30</b>			
<b>00:00</b>			
<b>00:30</b>			
<b>01:00</b>			
<b>01:30</b>			
<b>02:00</b>			
<b>02:30</b>			
<b>03:00</b>			
<b>03:30</b>			

DATE \_\_\_\_\_

## HOW TO REPORT A CRIME

DATE \_\_\_\_\_ NAME: \_\_\_\_\_ SIGN \_\_\_\_\_

Would all dancers kindly note that all crimes no matter how minor must be reported instantly and without any delay?

- Please contact member of management and head of security immediately.
- If it not possible to contact member of management or security please dial 999.

Please note it is our company policy to log all incidents in our incident book.

Would also please note that if there is any issues that you would like to discuss, please feel free to contact a member of management team or head of security.

If you still not happy with the outcome, please contact operations director.

If you are aware of any illegal activities taking place or know if any which may happen please contact operations director as soon as possible.

You may get a reward!

If you still not happy with the outcome, please contact operations director.

██████████ - (Contact details to be given)

All conversations are kept private and confidential.

**Please be reminded that your safety is our number one priority and we will do all we can to provide a safe and a happy working environment.**