Event Staff Payment Policy

Working at any event on behalf of Bread & Flowers will be on a Self-Employed basis. This means it will be your responsibility to declare any income to HMRC. All payments made by Bread & Flowers will be made to you gross with no tax or NI deducted.

Payment Procedure

• You will be required to sign in using the Staff Sign in Sheet which will detail your start and finish times.

• The FOH Manager will sign off the times as correct and confirm timings on the timesheet in the job file, which will be completed by Monday lunchtime.

• Mandy will calculate your payments for hours worked and any travel or mileage due.

• Payments will be made by BACS into your bank account.

• Payments will normally be processed on a Monday afternoon but in event of any delays they will be in your account on the Tuesday.

• Mandy will email you a statement of what has been paid into your account and how this has been calculated.

• Any queries with any payments, please email Mandy accounts@breadandflowers.co.uk

• Please make sure we always have your up-to-date bank details – if you change your bank, please make sure you email your new bank account details to accounts@breadandflowers.co.uk before payments are made.

• New staff – please email accounts@breadandflowers.co.uk with your full name, bank details & pay rate based on below

Pay rates

Under 18
£6.50 per hour for the first 2 jobs you work
£7.00 per hour for the next 4 jobs
£8.00 per hour going forwards
(Living wage for under 18 = £6.40)
18 - 20
£9.00 per hour for the first 6 jobs you work.
£10.00 per hour going forwards.
(Living wage for 18 – 20 = £8.60)
21+
£11.50 - £12 per hour depending on experience