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**From:** Halliday, Stewart  
**Sent:** 31 July 2013 08:09  
**To:**  
**Cc:**  
**Subject:** RE: Contract

Thanks for the contract firstly.

Secondly I am shortly to submit a paper to group leaders with a view to securing an agreement to the extent to which we will film over the next two years. We are going to film but I need to understand the extent – i.e. how many meetings. That will happen during this month. Following that, our lawyers and procurement staff will review the contract and advise me on approach. I think we can quickly sort out an agreement.

In the interim, I'd be grateful to be invoiced, if I haven't already for the work done to date. And please be prepared to stream September Cabinet.

Happy to discuss.

Regards

Stewart

Ps Copied to [redacted] as I am aware that he has raised the same question directly with Kersten.

Stewart Halliday | Head of Strategy, Partnerships & Communications  
t: 01904 553402 | e: [stewart.halliday@york.gov.uk](mailto:stewart.halliday@york.gov.uk)

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**From:** [redacted], [[mailto:\[redacted\]@pilot-theatre.com](mailto:[redacted]@pilot-theatre.com)]  
**Sent:** 30 July 2013 16:07  
**To:** Halliday, Stewart  
**Cc:** [redacted]; [redacted]  
**Subject:** Contract

Hi Stewart,

Hope you're well and enjoying the nice weather.

Just chasing the contract for the live streaming. Do you know when we can expect it? Just trying to tie up the loose ends etc. Do you need anything else from me?

Many Thanks

Digital Producer  
Pilot Theatre

Mobile:  
Office: 01904 635755  
Email: [info@pilot-theatre.com](mailto:info@pilot-theatre.com)  
Web: [pilot-theatre.com](http://pilot-theatre.com)

Address: Pilot Theatre  
York Theatre Royal  
St Leonards Place  
York  
YO1 7HD

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**From:** [redacted]@pilot-theatre.com]  
**Sent:** 02 December 2013 13:44  
**To:**  
**Subject:** Cabinet Webcast / Payment Terms

Hi

Thanks for that.

Below is an email from Stewart saying that he was happy for us to invoice in advance Quarterly. I'm not in the office in York at the moment so can't see the agreement. I think we put a payment schedule in. Will have a look tomorrow.

Are we going ahead with the full council meeting at the Guildhall next week? I saw your email to Russell but didn't see any response about connectivity.

See you tomorrow!

Begin forwarded message:

**From:** [redacted] <[redacted]@pilot-theatre.com>  
**Subject:** Re: Contract and Invoicing  
**Date:** 28 August 2013 15:52:33 BST  
**To:** "Halliday, Stewart" <Stewart.Halliday@york.gov.uk>

Thank you Stewart.

See you next week.

Sent from my iPhone

On 28 Aug 2013, at 15:08, "Halliday, Stewart" <Stewart.Halliday@york.gov.uk> wrote:

Invoice each quarter – happy for it to be in advance.

S

Stewart Halliday | Head of Strategy, Partnerships & Communications  
t: 01904 553402 | e: stewart.halliday@york.gov.uk

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**From:** [mailto: ]@pilot-theatre.com]  
**Sent:** 28 August 2013 11:46  
**To:** Halliday, Stewart  
**Cc:** [accounts@pilot-theatre.com](mailto:accounts@pilot-theatre.com)  
**Subject:** Contract and Invoicing

Hi Stewart,

Thanks for returning the contract.

Can I just ask - do you want us to invoice for each quarterly payment or shall we invoice for the full amount and your accounts set up the quarterly payments as an automatic BACS payment?

Many Thanks

Digital Producer / Production Manager  
Pilot Theatre

Mobile:  
Office: 01904 635755  
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