

Dear,

*Re:*

Thank you very much for selecting \_\_\_\_\_ to speak for \_\_\_\_\_ (hereinafter referred to as the client). I confirm that I have made the following reservation for you: -

**Date:**

**Timing:**

**Title:**

**Speaker:**

**Venue:**

**Accommodation:**

With reference to your investment, I confirm a rate of £ \_\_\_\_\_ plus VAT and out-of-pocket expenses.

The reservation is made subject to our standard terms and conditions, which are set out in the attached schedule. In order for this booking to be confirmed please email/fax back your acceptance of these terms and conditions by signing and dating a copy of this letter where shown.

If you have any queries please call me. We look forward to working with you.

Yours sincerely,

# CONTRACT OF ENGAGEMENT

Between

\_\_\_\_\_ whose registered address is at \_\_\_\_\_

(hereinafter referred to as the client) and \_\_\_\_\_  
\_\_\_\_\_ (hereinafter referred to as the speaker).

The client hereby engages the speaker, and the speaker agrees to provide his services as a speaker with the following conditions.

Speaking Fee of £ \_\_\_\_\_ plus VAT or other tax where applicable (Excluding expenses which shall have prior written approval from the client and will be the subject of a subsequent invoice).

## *Details of engagement*

Date

Venue

Accommodation

Event

Audience

Timings

Theme

Books/Audio

Signed.....

Signed.....

For \_\_\_\_\_

For \_\_\_\_\_

Date.....

Date.....

## **TERMS & CONDITIONS APPLYING TO PROFESSIONAL SERVICES**

All bookings are made in consideration of agreement with the following terms and conditions.

### **1.0 Payment Terms**

50% of the agreed fee is payable upon acceptance of this contract. Please make cheques payable to \_\_\_\_\_ and return with one copy of the contract. The balance is payable on or before the date of the engagement. Upon receipt of the completed contract a VAT invoice for the whole of the fee will be issued.

### **2.0 Cancellation/Postponement**

Cancellation or postponement must be confirmed in writing. In the case of cancellation the deposit received shall be regarded as full and final payment. In the case of a postponement no penalty is payable provided that an alternative date can be agreed.

### **3.0 Expenses**

In the event that the client does not arrange travel general expenses and travel expenses shall have prior written approval of the client.

#### **3.1 Flights**

The client will be charged for all air tickets required for travel to and from event locations. In the UK this will be at the rate consistent with a fully flexible ticket. Outside of the UK this will be Business Class.

#### **3.2 Train**

The client will pay for all rail travel incurred for travel to and from the event location. This will be consistent with the fare on a first class ticket.

#### **3.3 Taxis**

Taxi fares to and from Airports or Rail stations will be charged where applicable.

#### **3.4 Mileage**

Mileage will be charged from the speaker's base to the venue at a rate of 45p per mile.

#### **3.5 Accommodation**

The client shall arrange and pay for accommodation and subsistence at the venue location when required.

#### **4.0 Limitations of Liability**

Without limiting statutory liabilities, aggregate liability to the Client whether in contract or otherwise, shall be limited to the total amount actually paid by the Client.

#### **5.0 Intellectual Property Rights**

All intellectual property rights and other rights of a similar nature throughout the world in any interventions, copyright works, processes and the like discovered or created by (your name) in the course of performing his services to the Client shall vest in (your name) absolutely in perpetuity.

#### **6.0 Event Publicity**

No programme information or delegate publicity relating to the speaker may be released without express approval in writing. In particular the speaker's biographical notes must not be given as part of a delegate pack - a separate fact sheet for this purpose will be available from the speaker.

#### **7.0 Confidentiality**

It is acknowledged that any information received from the client shall be treated in a confidential nature, and will not be disclosed to any third party. Additionally neither party will say anything or act in a manner that brings the business affairs of either into disrepute.

#### **8.0 Video and Audio recording**

No audio, video or other mechanical recording of the speech may be made without the prior written consent of the speaker.

#### **9.0 Entire Agreement**

These terms and conditions together with the signed booking letter shall constitute the entire understanding and agreement between the parties and supersedes any prior agreement between them.

#### **10.0 Governing Law and Jurisdiction**

The laws of England shall apply to this agreement, which shall be enforceable in the Courts of England.