

Speaker Agreement

THE
COMMUNICATION
COACH

PURPOSEFUL, POWERFUL DIALOGUE

Nicky Perfect BEM

Perfect Enterprises Ltd

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This Keynote Speaker Contract ("Contract") is made between [Organiser's Name], [Company Name], [Contact Address], and Nicky Perfect BEM (Speaker), Perfect Enterprises Ltd, The Lodge House, The Drive, High Street, Bedford, United Kingdom, MK44 1BS.

Event Details

- **Event Name:** [Event Name]
- **Event Date(s):** [Event Date(s)]
- **Event Time(s):** [Event Time(s)]
- **Event Location:** [Event Location]

Main Contact at the Event:

- **Full Name:**
- **Phone:**
- **Email:**

1. Engagement

The Organiser hereby engages the Speaker to provide a keynote speech at the Event, and the Speaker agrees to provide such services under the terms and conditions set forth in this Contract.

2. Payment Terms

- **Speaking Fee:** The Organiser agrees to pay the Speaker a fee of [Fee Amount] for the keynote speech no later than the event date.
- **Expenses:** The Organiser agrees to cover reasonable travel, accommodation, and meal expenses for the Speaker. These expenses must be pre-approved by the Organiser.
- The Speaker shall submit receipts and an itemised invoice for expenses to the Organiser within 7 (seven) days of the event's end date. The Organiser shall reimburse the Speaker with 30 (thirty) days of receiving receipts and invoice.

3. Responsibilities of the Speaker

- The Speaker agrees to prepare and deliver a keynote speech of approximately [Duration] minutes on the agreed topic: [Speech Topic].
- The Speaker will arrive at the Event location at least [Number] hours before the scheduled speech time.
- The Speaker will participate in a [Rehearsal/Preparation] session, if required, at [Time] on [Date].
- The Speaker agrees to provide any materials or multimedia needed for the presentation to the Organiser by [Deadline Date].

4. Responsibilities of the Organiser

- The Organiser agrees to provide a suitable venue and audience for the Speaker.
- The Organiser will ensure that all necessary audio-visual equipment is available and functioning properly for the Speaker's presentation.
- The Organiser will promote the Speaker and the Event through appropriate channels.

5. Cancellation Policy

- If the event is cancelled by the Organiser, part of the Speaker's Fee may be refunded according to the following Refund Schedule:
 - Less than 30 days notice: 0% of Speaker's Fee
 - 31 to 60 days notice: 50% of Speaker's Fee
 - 61-89 days notice: 75% of Speaker's Fee
- If the Speaker must cancel, the Speaker will notify the Organiser as soon as possible and any paid fees will be refunded in full.

6. Force Majeure

Neither party shall be liable for failure to perform any obligation under this Contract due to events beyond their control, including but not limited to acts of God, war, and natural disasters.

7. Intellectual Property

The Speaker retains all intellectual property rights to the content of the keynote speech. The Organiser may not record, reproduce, or distribute the speech without the Speaker's prior consent.

8. Governing Law

This Contract shall be governed by and construed in accordance with the laws of the United Kingdom.

9. Entire Agreement

This Contract constitutes the entire agreement between the parties and supersedes all prior negotiations, representations, or agreements, whether written or oral.

Any amendments or modifications to this Contract must be made in writing and signed by both parties.

This Agreement shall continue in effect until:

Cancelled by either party as set forth in this Agreement; or B. completion of the session presentation(s) by Speaker provided, however, that in the event of cancellation pursuant to this Agreement, or upon death, disability, or other incapacity resulting in the inability of Speaker to present the session(s) required (“cancellation”), this Agreement may be terminated and all consideration due shall cease as of the date of cancellation.

Organiser's Name

[Company Name]

Nicky Perfect BEM

Keynote Speaker