



# Brighter Days

## **TERMS AND CONDITIONS:**

Brighter Days aims to give its profits to charities tackling mental health and poverty.

### **Fees and Expenses**

Once your enquiry has been reviewed, we will email you our service agreement which will outline a breakdown of costs and expenses for booking a Brighter Days speaker for your event.

### **Invoice**

An invoice will be sent after the event. Please ensure a PO number has been raised / the finance process has begun before the event takes place in order to ensure payments can be made in a timely manner.

### **Cancellation policy:**

Should the Client be required to cancel the event and the Speaker, the following cancellation fees will apply:

1. Up to 2 weeks before the event a fee of 20% of the speaker's fee and any expenses will be invoiced for.
2. Within 2 weeks of the event a fee of 50% of the Speaker's fee and expenses which we are unable to cancel, will be invoiced for.
3. Should the Brighter Day's speaker be unable to attend the event (due to illness or any other unforeseen circumstance) a suitable qualified and able replacement will be made available.

### **Safeguarding Policy**

Please note all effort is made to ensure attendees at our events are safe and supported. Occasionally, due to the nature of the content, an emotional response may result. The wellbeing at the event is your responsibility and therefore in line with your wellbeing, health and safety policy and safeguarding. Should you wish to discuss this further, please do get in touch.

The provider agrees to:

1. Advise in advance regarding publicity and format of event(s).
2. To arrive punctually to the event.
3. To supply the Client with Brighter Days information and branding to be used in their marketing medium.



# Brighter Days

The client agrees to:

1. Provide technical equipment mentioned in the Speakers Enquiry Form. (Mic's, projector)
2. Provide and serve suitable refreshments before, during or after the session.
3. Provide bottled water for the speaker, to be available during the event.
4. Provide a table for the display and sale of merchandise.
5. Complimentary conference registration
6. Hotel accommodations (if applicable) for [ Event, number of nights]. In the event that the speaker must stay at the hotel for additional nights due to travel delays through no fault of the speaker, {client, company} shall pay all hotel accommodation costs for such additional night(s).
7. Travel expenses (if applicable), [client, company] shall compensate Brighter Days for any airline tickets, mileage, transport or vehicle hire for the Speaker and 1 (one) speaker's assistant; meals for Speaker and assistant for which costs will be provided; and all other reasonable, documented expenses necessary to the Speaker's conduct of the presentation during the time period of the event.
8. The speaker shall submit an itemised invoice for expenses (excluding the fees stipulated below) to the Client within 7 (seven) days of the event's end date. The Client shall reimburse Brighter Days within 14 (thirty) days of receiving receipts and invoice.