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BOOKING CONTRACT

CONTRACT

This serves as a booking form and contract for the services of Billy Selekane to do a Keynote/MC/Facilitation at your event.

Please sign email immediately to: pa@billyselekane.com

PRINCIPAL	
VENUE	
DATE/TIME	
COMPANY NAME	
CONTACT PERSON	
AUDIENCE DETAILS	
DRESS CODE	

INVESTMENT:

R 35,000.00 for Keynote Motivation excluding vat, travel and accommodation.

TERMS AND CONDITIONS:

A 50% deposit will be required upon the authorization and confirmation of the event and the balance of 50% will be paid at the end of the event. Should this not be done in time we shall automatically consider the booking cancelled and a cancellation clause will come to effect. Billy Selekane sells his time, and therefore, any agreement entered into either verbatim and or by email confirmation pending the authorization of the contract will be treated as a confirmation.

TRAVEL AND ACCOMMODATION:

Flights, accommodation, car hire or km's travelled (if necessary), will be for the client's account, and are not included in the fee. All travel arrangements will be the responsibility of the client, unless agreed upon for Billy Selekane to make arrangements to be reimbursed by the client with a follow up invoice thereof. Every effort shall be made to arrive on time; however it must be understood that if there are flight and travel delays which are beyond our control Billy Selekane may not be held liable.

AUDIO VISUAL REQUIREMENTS:

Data projector; Screen; Sound System; Lapel Microphone (*subject to number of delegates). Final requirements will be sent through after confirmation – these depend on the type of event.

REPRODUCTION OF PRESENTATION

The presentation may not be recorded, filmed or reproduced in any way whatsoever without consent from Billy Selekane.

MC AND INTELLECTUAL PROPERTY

Running order, CV of guests and concept is to be provided by the client before the event.

Should Billy Selekane be required to contribute to the concept, design and creative content of the event? All ideas, concepts, notes, slides and material are the intellectual property of Billy Selekane, and are protected under the international copyright laws as well as common law in the RSA.

Should it occur that one of Billy Selekane's concepts be accepted, a once off concept fee is to be mutually agreed to. The intellectual property related to the concept remains the property of Billy Selekane. This agreement does not act as an exclusive agreement with Billy Selekane and the 3rd party.

CANCELLATIONS

Any confirmation will secure the date / or dates, thereby excluding any other potential bookings. A 50% cancellation fee will be retained or levied for any cancellation done within 24 hours.

The full fee shall fall due for any cancellation received on the day of the event. Also, if for any reason the session cannot take place due to negligence or the choice of the client, its representative/s or agent/s, the session shall be cancelled and invoiced in full.

PLEASE NOTE Billy Selekane has a banner that he displays at all of his presentations. He has books and DVD's which he will bring with for after presentation sale.

I _____(FULL NAME AND SURNAME)
have read, understand, accept and agree to the above terms and conditions of doing business with Billy Selekane.

I _____ (Name & surname)

from _____ (Full company name) as

_____ (designation) for the above company, hereby confirm the booking of Billy Selekane for the above presentation.

Signed _____ Date _____