

Creating the Event you Want

Tailored to your needs

This information is required for Benjamin Bonetti Ltd to prepare a presentation, seminar or coaching session to meet the specific needs of your organisation. Being able to communicate at the right level is crucial to meet the needs of your team. Please fill this questionnaire out with all that applies and to the best of your ability.

Then return this questionnaire with a preliminary programme outlining any pertinent issues and goals to be achieved, and return via email or post to – Benjamin Bonetti Ltd, 3 Condor Mews, Littlehampton, West Sussex, BN17 7RE



Tell us about your programme

Name of Company / Organisation

Name of Contact

Title

Postal Address

Post Code

Telephone

Extension

Email

Website

Event Date

Start Time

Finish Time

Event Location

Post Code

Event Theme

Event Title

What is the name of the speaker you wish to book?

“ The indispensable first step to getting the things you want out of life is this: decide what you want.

- Ben Stein

”

What topics would you like us to cover?

1.

2.

3.

What is the specific purpose of this event?

Is there an event theme? What is it and why is it chosen?

In what role are you requesting Benjamin Bonetti Ltd services?

Motivational Speaker

Success Coach

Trainer

Other

“
Do a little more each day
than you think you can.
- Lowell Thomas
”

Tell us about your audience

We want to make sure that we design a programme to meet the audiences needs therefore please complete the information to the best of your ability.

Size of the Audience

Men %

Age Range

Women %

Profile your organization and who will be attending (i.e business or organization, titles of participants, work they do) what is your target market?

Who in the audience should the team make and note of and why?

What did the group like or dislike about the previous speakers?

List three (3) important things (e.g. desires, attitude, concern, etc) we should know about this audience:

What are the biggest challenges the audience face on their job or life that relates to this topic?

How do you think our presentation can help your organisation meets it challenges?

Is there any further information that you think we should know?

How did you hear about us?

Are we required to publish the course material, if so what would you like to see within the content?

Any further notes?

“ _____
When you believe you
can - you can!
- Maxwell Maltz
_____ ”

Terms & Conditions

These terms constitute the whole agreement (the "Agreement") between Benjamin Bonetti Ltd and the Client which supersedes any other agreement whether oral or written.

Confirmation

Once the Client provides Confirmation to Benjamin Bonetti Ltd, either by phone or in writing, that the Client wishes to book a Speaker, the instructions are accepted as a binding contract upon which we will act promptly to secure your Speaker and therefore these terms will take effect immediately.

Client's Obligations

The Client will provide:-

- a suitable venue with appropriate heating, lighting and ventilation.
- that all necessary regulations are met in respect of the venue for fire, safety and any other statutory regulations and ensure that the maximum audience capacity for the venue is not exceeded.
- suitable insurances including adequate public liability insurance and that the client shall indemnify the Speaker against any action, claim, demand or proceeding made against the Speaker by any person, firm, company, government authority or agency arising out of or in connection with the organisation or conduct of the activities and opportunities referred to in the Booking Details by the Client or by any person at the Client's direction or with the Client's authority or permission together with all costs and expenses which may be incurred by Benjamin Bonetti Ltd and the Speaker in connection herewith.
- all technical requirements, room layout and stage accessories listed in the Booking Details or requested prior to the engagement that are necessary for the Speaker to perform the services and these must be supplied in good working order and in particular suitable amplification must be ensured.
- any speaker support material requested by the Speaker in connection with this engagement and to be produced by a company approved by the speaker.

Suitability

Whilst Benjamin Bonetti Ltd makes every effort to ensure the suitability of a Speaker for the Engagement, no liability is accepted by Benjamin Bonetti Ltd, its Directors, officers, servants or agents and each of them shall not be responsible for loss, damage, costs, charges or expenses whether occasioned by negligence or caused in any other way whatsoever and whether arising directly or consequentially by reason of or for or in respect of or in any way in connection with the supply of the Speaker by Benjamin Bonetti Ltd.

Payment

In consideration of Benjamin Bonetti Ltd providing the services of the Speaker for this engagement the Client will pay the agreed Fees on the Due Dates as specified in the Booking Details and shown on the Invoice(s). If the Client fails to make payment on time, Benjamin Bonetti Ltd reserves the right to cancel the booking. This will be treated as a cancellation by the Client and the Client will have to pay Benjamin Bonetti Ltd cancellation charges as detailed.

- Cancellation.
- The Deposit must be received by Benjamin Bonetti Ltd within 14 days of the date of invoice and in this respect time will be of the essence.
- The Balance of the Fee must be received by Benjamin Bonetti Ltd at least 14 days prior to the date of the Engagement and in this respect time will be of the essence.
- Payment is to be made by bank transfer, cheque or cash and where applicable made payable to Benjamin Bonetti Ltd.
- Value Added Tax will be charged at the prevailing rate.

Expenses

The Client is responsible for all necessary expenses incurred by the Speaker that are directly connected with the Engagement. The Client will, where appropriate, provide the Speaker with accommodation, meals and all air or overland travel tickets. All travel will be first class unless agreed to the contrary in writing by Benjamin Bonetti Ltd. Expenses will be invoiced to the Client by Benjamin Bonetti Ltd and must be paid within 14 days of receipt of the invoice.

Late Payment

In the event of any payments of the Fee or Expenses not being paid in full on the Due Dates, Benjamin Bonetti Ltd reserves the right to charge interest from the invoice date at the rate of 5% above the prevailing Barclays Bank base rate.

Promotional Information and Photography

The Client agrees to provide copy of all promotional materials, brochures, press releases etc. prior to printing for approval by the Speaker. For the purpose of creating such printed matter photographs of the speaker may be enclosed with the completed Booking Details. The photographs supplied should be returned to Benjamin Bonetti Ltd within four weeks of receipt of the Booking Details.

Copyright

The client undertakes not to permit any person to make any sound recording or video recording of the Speaker's participation in or performance of these services unless authorised by Benjamin Bonetti Ltd in writing. Copyright in any of the material or ideas used for or in connection with the Engagement shall be and remain vested in the Speaker.

Terms & Conditions

Confidentiality

The details, conditions and contents of this contract are strictly private and confidential and may not be communicated to a third party without the written consent of Benjamin Bonetti Ltd.

Cancellation

- Once Benjamin Bonetti Ltd has received Confirmation from the Client the fee will become due and is not repayable in the event of the Client cancelling or changing any of the arrangements in respect of the Engagement or otherwise preventing the Speaker from providing the services specified within the Confirmation or Booking Details or failing to provide the Speaker with the necessary facilities and opportunities of doing so. In such circumstances the full fee plus all costs incurred by Benjamin Bonetti Ltd to the date of cancellation of the Engagement become due for payment within 14 days of the date of cancellation or of such changes taking place. Benjamin Bonetti Ltd must be informed in writing at the earliest opportunity of any cancellation or changes to the Confirmation or Booking Details.

- In the event of any payment not being received by Benjamin Bonetti Ltd by the Due Dates the Engagement will be deemed to have been cancelled by the client. In such circumstances the full fee plus all costs incurred by Benjamin Bonetti Ltd to the date of cancellation of the Engagement by the Client become due for payment within 14 days of the date of cancellation.

- In the event that Benjamin Bonetti Ltd or the Speaker are unable to fulfil the engagement for whatever reason Benjamin Bonetti Ltd will use its best endeavours to offer an alternative Speaker and if the alternative Speaker is not reasonably acceptable to the Client then Benjamin Bonetti Ltd will refund the Fee or the Deposit (or part thereof) if the Balance of the Fee has not been received. Provision for this refund is only applicable if all payments under this agreement are made by the Due Dates.

Force Majeure

In the event that this agreement cannot be performed or any of its obligations fulfilled for any reason beyond the reasonable control of either party including war, industrial action, floods, access, then such non-performance or failure to fulfil the obligation hereunder shall be deemed not to be a breach of Confirmation or Booking Details.

Further Engagements

These Terms and Conditions only apply to the Engagement and further Engagements or activities for the Speaker with the Client contracted within 18 months of the date of this Engagement must be arranged and contracted with Benjamin Bonetti Ltd.

Governing Law

This contract shall in every respect be governed by English Law and any dispute shall be heard in an English court of Law.

I understand and agree to the terms and conditions set out above.

.....
Signature

.....
Date

.....
Print Name

.....
Position

