Talks Terms and Conditions

Booking

The client is able to request that a date be held for up to two weeks. Should there be no further correspondence from the client, the date will be released. Once the date and venue for the event has been agreed, Meridith Towne will send out a booking form outlining all the details to the client for them to check over.

Note: If you do not receive a booking form, or a written confirmation, then the booking has not been confirmed and will not be honoured.

Meridith Towne has full Public Liability insurance and will produce on demand any relevant insurance documentation.

The client has permission to use Meridith Towne's name, contact details and website on all promotional material, either hard copy or electrical. The blurb for each talk, with an accompanying publicity image, will be provided for use by the client to advertise the event. Should the client wish to use an alternative blurb and image, this should be agreed in writing with Meridith Towne.

Travel

The cost of travel is calculated based on the rate of 55p/m. The mileage is calculated using Google Maps from Meridith Towne's office in Malton to the address supplied by the client. Additional mileage due to relocation by Meridith Towne, diversion, accident, misdirection etc will not be applied to the invoice as it is out of the control of Meridith Towne and the client. Should the client alter the venue of the talk the travel costs will be reassessed and agreed with the client.

The travel costs will be calculated at the time of booking and are non-negotiable. Should the client reject the travel fee, without reasonable cause, Meridith Towne has the right to cancel the booking without repercussion.

Should Meridith Towne and the client agree that alternate travel would be more appropriate, this is agreed at the time of the booking and the full cost of any tickets will be quoted, with the cost of any taxi's required at either end of the journey to access the venue, added to the invoice (receipts will be kept as proof of purchase). Should this be a last minute alteration to the travel plans instigated by Meridith Towne, the travel expenses quoted on the booking form will be applicable.

Cancellation

No deposit is taken for the booking of Meridith Towne as a speaker. However, the following applies should the event be cancelled by the client: less than one weeks' notice full payment charged, less than one month's notice 25% of fee charged, less than two months' notice 10%. These charges are a percentage of the talk fee and do not include unused travel

expenditure. Any accommodation booked will be invoiced. The fee will be waived if the client rebooks a talk within 6 months. These conditions come into force once the client has accepted the booking form.

If Meridith Towne has to cancel the booking due to circumstances beyond her control, including but not exclusively, bereavement, injury or serious illness, as much notice as possible will be given and Meridith Towne will endeavour to find a replacement speaker for the event or rearrange for another date. No cancellation fee will be due and another date will be discussed as soon as possible.

Should Meridith Towne be unable to attend the event, or be late, due to a situation beyond her control, including but not exclusively, traffic congestion, train delay/cancellation, accident or natural disaster, every effort will be made make it to the venue as soon as possible to do the talk at a later time, or to rearrange the event for another date.

Requirements

The client agrees to provide a suitable and safe presentation area and as required, suitable private changing facilities for the Meridith Towne. The client must also ensure that where electrical equipment is to be used as part of the presentation, the electrical supply must meet or exceed British Standards. Should Meridith Towne feel that the environment is not safe, or should she experience unacceptable behaviour at the venue, she has the right to stop the talk immediately.

Photography

Meridith Towne is happy for the client and audience to use photography during the presentation, as long as it is not invasive. Any photographs taken must be for personal use only unless previously agreed with Meridith Towne.

Should photographs be taken at a venue by Meridith Towne, the authorisation of the client will be agreed before the images are used on social media sites and the website meridithtowne.co.uk.

The filming of talks is not allowed.

Accommodation

If the venue is over three hours drive away from Meridith Towne's office, overnight accommodation either the night prior or after the event will be requested. Accommodation is charged at £85 per night outside of London and £125 in London. Should suitable accommodation be found by the client this fee will be waived, but the accommodation must be confirmed in writing and agreed with Meridith Towne.