



Speaker, Author, Coach and Trainer:
Developing Corporate Resilience

TERMS & CONDITIONS

Applying to all Annie Greeff and Associates clients for Private & Group bookings for Seminars, Conferences, Workshops, Talks, Consulting or any other Services (once verbally or otherwise reserved)

Thank you for reserving my time for working with your team. Please note, therefore, the conditions applying to your Organisation:

Booking

- Confirmation will require half of the payment for *Annie Greeff & Associates* services a month in advance, and the other half on the first day of the service. If no confirmation is received within 5 working days the date of booking will be released.
- As a standard guideline: Bookings are required 3 months in advance.
- One month notice of cancellation is required, or half the fee remains payable.
- If a booking is postponed more than once it will automatically be regarded as a cancellation.
- Less than one months notice, the full fee remains payable.
- If there is a delegate 'no-show' on the day, the full fee remains payable.

General

Audio or video recording of private or group programs, workshops or talks, is emphatically not permitted unless pre-negotiated, agreed to and paid for.

In order to deliver a professional service, Annie Greeff's acceptance of your engagement is conditional upon:

- The conference room must have independent lighting controls or have windows blacked out to facilitate use of good graphics or video.
- A professionally installed cordless lapel microphone (with fresh battery) and receiver unit with good quality loud speakers must be available for audience numbers exceeding 30.
- Projection screen size where required must be a minimum of 2.5 metres in width
- The venue must be well ventilated or air-conditioned in Summer and heated in Winter. This is non-negotiable in the interests of a quality program, regardless of the 'quaintness' or historic interest value of the venue! 😊
- All airfares are for the client's account.
- Accommodation must be a minimum of 3 Star.
- All car hire and/or other vehicles used to reach the venue should be air-conditioned.



- Power outages are a feature of life in Southern Africa. In the event that the venue does not have an independent generator or other source and a power failure disrupts or precludes the delivery of Annie Greeff's talk or workshop, she shall not be liable to make good the assignment, save at her sole discretion and as a gesture of goodwill.
- All materials, articles, handouts, and information are for the personal use of participants only, are copyrighted, remain the property of Annie Greeff, and may not be reproduced in whole or part without the express permission of Annie Greeff.
- If the conference organiser or facilitators time management is poor, Annie Greeff shall not be liable or obliged to fulfil her obligation once the delay exceeds 30 minutes beyond the originally agreed starting time for her segment. Her full fee will however, still be payable, should this occur.
- Annie Greeff & Associates will not be held liable, beyond making good on another date or refunding the amount paid, for workshops, seminars, talks or any other services, which, due to illness or unavailability of the facilitator or for any other reason beyond the control of Annie Greeff and Associates, have to be deferred or cancelled.

If for any reason you are unwilling to accept these conditions, please notify me immediately on receipt of this correspondence. If not, the conditions will be applied without exception. Thank you for your co-operation and for being a valued client.

Cordially

I, the undersigned, unreservedly accept and agree to the Terms and Conditions contained in this contract. If representing an organization, I confirm that I have the legal authority to sign such confirmation on behalf of the organization, and accept full and legally binding responsibility for fulfilling the terms of this contract.

Contract fee for Annie Greeff is R12 500.00 plus VAT per session.

Full Name.....Signature.....

Date.....

Please note that this booking is NOT considered definite and confirmed until this signed contract is received by Annie Greeff