

Jon Baker Terms and Conditions
for a speaking engagement

Definitions

1. In these terms and conditions, "Jon Baker" "Introvert In Business", "I", "me", "we" and "us" means Jon Baker, who is a sole trader; address 10 Pinnacle Reach, Peveril Road, Swanage, BH19 2DF

General

2. These terms and conditions form the entire agreement between Jon Baker and _____ ("The Client") for the speaking services detailed.

3. These terms may not be varied without the written agreement of both parties.

Speaking Services

4. Speaking services will be provided by Jon Baker ("The Speaker").

5. The Client engages Jon Baker to provide services to The Client on _____ ("The Agreed Date") and Jon Baker agrees to provide such services under these terms and conditions.

Confidentiality

6. Each party agrees that it shall maintain as confidential all information of a confidential or commercially sensitive nature that it obtains from the other party.

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Copyright

7. All intellectual property rights (“IPR”) in course materials and media (“Materials”) are vested in Jon Baker, and all such rights are reserved

8. Materials, including audio and video recordings of The Speaker, may not be reproduced or transmitted in any form without the prior written permission of Jon Baker. Materials are provided subject to the condition that they shall not be lent, resold, hired out, or otherwise circulated without Jon Baker’s prior written permission.

Acceptance

9. Written confirmation of acceptance of these terms and conditions is required before work commences.

Costs

10. A fee of £ _____ shall be paid by The Client to Jon Baker under the payment terms detailed below. The Client will also pay The Speaker’s reasonable travel, accommodation and subsistence fees.

Payment

11. An invoice will be issued in advance of The Agreed Date, and payment is to be made at least 28 days before The Agreed Date. If payment is not then made in full, I will charge interest on any outstanding amounts at the rate of 3% above the base lending rate of the National Westminster Bank PLC.

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Cancellation

12. Cancellation of this agreement by The Client, at any time, will incur a full fee. The Client may terminate this agreement in writing, without penalty, if The Speaker is guilty of gross misconduct, serious or persistent negligence, or fails or refuses after written warning to carry out any of the duties reasonably and properly required of him.

Data Protection

13. We are committed to protecting your privacy. We will only use the personal information that we collect lawfully (in accordance with the Data Protection Act 1998). Jon Baker is registered with the Data Protection Registrar. We will not sell or forward personal details to any third party.

Health and Safety

14. The Client shall advise Jon Baker of any health and safety matters applicable to a Client site and notify Jon Baker of all applicable safety, security and other site rules, practices, and procedures. Jon Baker will then comply with the same.

Reasonable Control

15. Jon Baker shall not be liable for any failure to fulfil obligations where such failure is due to circumstances beyond reasonable control.

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Applicable Law

16. These terms are governed by and to be construed in accordance with English law. Any disputes shall be subject to the exclusive jurisdiction of the English courts.

Accepted by:

Signature:

Name:

Date:

Accepted by Jon Baker

Signature:

Name:

Date: