

Terms and Conditions

Social Enterprise UK Speaker Bureau

These should be read in conjunction with the general terms and conditions set out in our [website usage terms and conditions](#).

SEUK will endeavour to ensure that the services of the Speaker will match the requirements of the Client and will provide information on alternative SEUK speakers if it does not consider the Client's needs will be met.

FEES & PAYMENT TERMS

Fees due to be paid to SEUK from the Client will be confirmed via email, once confirmation of expenses likely to be incurred, including but not limited to travel, accommodation and sustenance, are disclosed and discussed.

Fees quoted by SEUK will be subject to VAT at the current prevailing rate.

In the event that any payment is not received on or by the due date, the Client will be charged a late payment administration fee of £20.

CONTRACT

All bookings will be confirmed via email by SEUK.

The Client must inform SEUK of any changes to the event, including the nature of the event, venue, purpose, schedule or timings, or any other change which will effect the Speaker's Brief as soon as the Client becomes aware of the changes. Changes must be confirmed via email, or if they occur within 3 working days of the event, changes must be confirmed via telephone with SEUK.

CANCELLATIONS

In the case of unforeseen commitments or an overriding professional obligation regarding the Speaker's principal work, the Speaker has the right to cancel the Booking Contract. SEUK will endeavour to find a replacement, but will not be liable for any expenses or losses incurred.

If the Speaker is unable to fulfil their obligation to the Client due to sickness, accident, or any unforeseen personal circumstances, they will provide SEUK with as much notice as possible, and SEUK will contact the Client. SEUK will endeavour to find a replacement, but will not be liable for any expenses or losses incurred.

Should SEUK need to seek an alternative under any of the above circumstances, and the Client not accept the recommended alternative, the Booking Contract will be terminated. No cancellation fees will be charged, although SEUK will not be liable for any expenses or losses incurred.

In the case of a cancellation by the Client more than 21 days prior to the event, 50% of the total fee shall be payable to SEUK by the Client. In the case of a cancellation by the Client less than 21 days prior to the event, 100% of the total fees shall be payable to SEUK by the Client.

In the case of a cancellation, any reasonable fees incurred by SEUK or the Speaker may also be payable.

All cancellations must be made by email to SEUK, and will not be deemed cancelled until the Client has received a cancellation confirmation email by SEUK.

DISCLAIMER

Speakers alone are responsible for the contents of their respective speeches/presentations. It is the policy of SEUK to give the fullest freedom to contributors/ speakers to express their opinions. Only by doing so can SEUK carry out the terms of its charter. The opinions expressed by staff and members of the Board do not necessarily represent the views of SEUK.

REFERRALS

All discussions regarding fees, event logistics, speakers briefing information, or contractual elements between the Speaker and Client must be made via SEUK.

All referrals for or re-bookings of the Speaker occurring as a direct result of the booking made through SEUK must be negotiated through SEUK.