

Paralympic Speakers Program Booking Form & Client Agreement

This Agreement is entered by and between the Australian Paralympic Committee Limited ABN 41 810 234 213(" APC") and _____ listed below (" the Client").

This document is to book a Paralympic Speaker appearance:

Date	
Event	
Paralympic Speaker	
Speaker Contact Phone	
Client	
Client Contact Name	
Client Contact Phone	
Client Contact Email	
Time	
Arrival	
Presentation	
Duration	
Venue	
Appearance Brief	
Audience (Number/Description)	
Dress Code	
Media	
Dietary requirements	
Appearance fee	

As the APC is a charitable organisation and many of our Athletes support and fund their training and preparation for the Games, there is a fee involved in an appearance.

100% of the appearance fees will go directly to the athlete for their training and preparation.

Each athlete varies in the fees they charge, starting from \$1000 plus any travel costs.

There is an additional 20% booking fee charged on top of the athletes' appearance fee. This fee covers the administrative costs of the program.

The APC agrees to:

- Provide the Paralympic Speaker listed above at the time and place noted. In the event that the Paralympic Speaker becomes unavailable for this appearance, the APC will notify you immediately and arrange (if required and if possible) for another speaker to take their place.

- Invoice for payment of appearance fee on receipt of the signed Client Agreement. This appearance is not confirmed until the signed Agreement is received from the Client.

The Client agrees to:

- Notify the APC immediately in the event of cancellation of the appearance. In the event that the appearance is cancelled the following cancellation fees will be in effect from the time the APC received written notification:
 - Up to 21 days prior to the date: 25%
 - Between 21 and 14 days prior: 50%
 - Thereafter: 100%
- Arrange parking/transport/accommodation details (as notified to the Client) for the Paralympic Speaker. These arrangements will be made and expenses will be covered by the Client and details notified to the APC.
- Provide all relevant details of the event/presentation to the APC at least one week prior. Details to be provided include:
 - Topics to be covered in presentation
 - Venue directions
 - Onsite contact details and any meeting arrangements
 - Run sheet for event
- Ensure that the venue for the event is accessible Paralympic Speakers.

All enquires for the APC Speakers program can be sent to:

Kate Gillies

kate.gillies@paralympic.org.au

(02) 9704 0513

Signed as an agreement:

Signed for and on behalf of the
Australian Paralympic Committee Ltd
ABN 4181 023 4213
ACN 061 547 957
by:

Signature of APC representative

Name of APC representative in full (print)

Position

Date:

Signed for and on behalf of _____
ABN
by:

Signature of representative

Name of representative in full (print)

Position

Date:

Thank you for using the Paralympic Speakers Program