



GENTLES GUIDANCE LTD

Training & Speeches Contract

Private and Confidential

This Consultant/Trainer contract and supporting documentation constitute a legally binding agreement between the organisation(s) and Gentles Guidance Ltd.

Before signing this contract please check that you understand and agree with the contents and the Terms and Conditions of the contract because when you have signed the contract it becomes legally binding and by signing you agree to abide fully by these Terms and Conditions.

Please ask if you need help completing the contract, if you need the contract read to you, translated or provided in large print format.

If there is anything you do not understand, please ask for more information.

Terms and Conditions

1. If an event scheduled by Gentles Guidance is adjourned for any reason, another date must be rescheduled no more than 14 days after it was adjourned. Gentles Guidance must give at least 7 clear days' notice of it (that is, excluding the day of the adjourned date and the day on which the notice is given).
2. Cleared payment is due 30 days after the Invoice has been sent out.
3. Failure to pay on due date will result in an invoice reminder sent via email.
4. No payment within 4 weeks from the date on the invoice, will result in a charge of 50% of the overall payment.
5. Once the total amount has been paid, no refunds will be given. We reserve the right to request legal advice in the case of non payment, which might include seeking recourse through the Small Claims Court and our insurance company for non-payment of fees.
6. You will be notified of any change in service or fees at least 4 weeks in advance. Fees will be reviewed in March each year.
7. Contract reviews are normally carried out annually. Changes to the contracted training hours and / or fees must be made in writing.
8. It is a requirement of our insurance that a signed copy of these terms and conditions are signed and dated by the payee/person organising the booking. We commit to complying with the conditions of our insurance and to providing appropriate services to all attendees.
9. Gentles Guidance is committed to providing strategies which can be used in organisations/ the home to help effectively manage behaviour. The advice and support will be continuous throughout the speaking/training event. In line with Gentles Guidance variation order, in the unlikely event that we are unable to carry out the full session/s due to unforeseen clientele circumstances, Gentles Guidance will not increase the quantity of any work. The order in which the works proceed may effect the quality of any work ie. the potential loss of impact in the understanding and then implementation of any practices.
10. In line with Gentles Guidance variation order, in the unlikely event that we are unable to carry out the full work due to unforeseen consultant circumstances, Gentles Guidance will seek to rearrange an additional date within a 2 month period.
11. When the contract includes in-house whole school/service training, Gentles Guidance must have evidence of the number of attendees at least a month before the date set for the training to commence. On the day of which the training is delivered, 85% or more of the projected attendees must be in attendance for the training to take place.
12. If an attendee is late by 30 minutes or more to a pre planned training session, be it face to face or virtually, Gentles Guidance can not be held responsible for the potential loss of impact in the understanding and then implementation of any practices.
13. For school/organisation face to face training, any additional attendees over the number of places paid for, incurs a £12 Per head fee will. This additional fee will be invoiced within 7 working days.
14. We reserve the right to ask you to leave immediately and without prejudice in the following circumstances (this list is not exhaustive) -
 - If an attendees behaviour threatens the safe running of the training or the emotional or physical safety of the consultant members or others present.
 - Immediate termination might include (but is not limited to) theft or personal physical or emotional attacks.
 - If you fail to comply with any of our Policies and Procedures.
 - If you do not pay our fees on time as detailed on your invoice.
15. Any variations to these Terms and Conditions will be given to you in writing. When booking via Gentles Guidance website via the booking training form, you understood and agree with the above Terms and Conditions.

Signatures

Please note: Signed copies are only required if you have not booked via the website. If booking via the website you are agreeing to the above terms and conditions by clicking 'yes' on the booking form.

Gentles Guidance Ltd

Gentles Guidance Ltd agree that we will provide training/speech for the named organisation/ participants.

Signed: *Gentles Guidance Ltd.*

Gentles Guidance Ltd.

School/Service

I / we agree to comply with the terms and conditions.

Signed School/Service

Name

Designation

Contact details

Date



Gentles Guidance