

School Speaking Engagement Agreement

Between

John Sullivan – Adventure Speaker (“The Speaker”)

and

School Name: _____

(“The School”)

1. Event Details

Date: _____

Event Start Time: _____ Finish Time: _____

Venue: _____

Audience: _____

Booking Type: ☐ Presentation Only ☐ Presentation + Half-Day Workshop ☐ Presentation + Full-Day Workshop ☐ Workshop Only

Audience Type: ☐ Primary ☐ Secondary ☐ Independent ☐ Assembly ☐ Awards / Speech Day

2. Speaker Services

The Speaker agrees to deliver the agreed presentation(s) and/or practical Explorer / Leadership Workshop(s) as discussed and confirmed prior to booking. Workshops may be booked as a half-day or full-day programme and may be delivered indoors, outdoors, or as a combination of both, subject to the agreed programme, venue and weather conditions.

Presentation duration (if applicable): _____

Number of presentation sessions (if applicable): _____

Workshop option: ☐ Half Day ☐ Full Day ☐ Not Applicable

For practical workshops, the School will provide suitable indoor and/or outdoor working space as agreed in advance. The School remains responsible for pupil supervision, behaviour management and any school-specific risk information throughout the workshop.

Workshop activities may be adjusted by the Speaker where reasonably necessary for safety, weather, available space, age group, group size or other on-site conditions.

3. Fees

Total Booking Fee: £_____

To secure the booking:

- A **25% non-refundable deposit** is payable upon acceptance of this agreement.
- The remaining **75% balance must be paid no later than 7 days before the event date.**

Payment can be made via bank transfer.

4. Equipment

The School agrees to provide:

- Projector or large display
- HDMI connection
- Sound system
- Microphone for large audiences (where appropriate)
- Access to a power supply
- IT support if required

The Speaker will provide:

- Mac laptop
 - Backup presentation on USB (PowerPoint and Keynote)
 - All agreed presentation materials, expedition artefacts and workshop challenge equipment
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5. Parking

Where possible, parking should be provided on school premises.

If this is not possible, the School agrees to advise the Speaker of the nearest suitable parking location before the event.

6. Cancellation Policy

By the School

- More than 30 days before the event: Deposit retained.
- Between 14 and 30 days: 50% of the remaining balance becomes payable.
- Less than 14 days: The full booking fee becomes payable.

By the Speaker

Should unforeseen circumstances prevent the Speaker from attending (including illness, accident or circumstances beyond reasonable control), every effort will be made to rearrange the event at a mutually convenient date. If this is not possible, all monies paid will be refunded in full.

7. Changes

Minor adjustments to timings, audience numbers, workshop group sizes or the activity programme can usually be accommodated by prior agreement. Significant changes may require a revised fee or programme.

8. Photography & Promotion

The School may take photographs during the presentation for internal newsletters and social media.

The Speaker may also use photographs or videos taken during the event for future promotional purposes unless the School requests otherwise in writing before the event.

9. Health & Safety

The School remains responsible for the supervision, behaviour and safeguarding of pupils throughout presentations and workshops.

For workshop bookings, activities will be delivered with appropriate safety briefings and reasonable adaptations. The School must inform the Speaker in advance of any relevant accessibility, medical, behavioural or site-specific considerations that may affect safe participation.

The Speaker agrees to comply with the School's safeguarding, visitor and health and safety procedures while on site.

10. Force Majeure

Neither party shall be liable for failure to fulfil the agreement due to events beyond reasonable control, including severe weather, government restrictions, industrial action, natural disasters or other unforeseen circumstances. Both parties will work together to rearrange the booking where possible.

11. Acceptance

By signing below, both parties agree to the terms of this agreement.

Speaker

Name: John Sullivan

Signature: _____

Date: _____

School

Name: _____

Position: _____

School: _____

Signature: _____

Date: _____