

TERMS AND CONDITIONS FOR PATRICK HOLFORD

LECTURE and WRITING FEES (see table below)

Features (writing per 1000 words) £500.00 +VAT

EVENT	BOOKS + PRODUCTS		+TRAVEL EXPENSES			
	Event WITH selling rights	Event WITHOUT selling rights	In London	Within 30 Miles of London	UK (not London)	International
Full Day Seminar (e.g. approx. 7 hours 10.00am - 5.00pm)	£1600 (+ VAT)	£1700 (+VAT)	+£20	+£30	+ £50 plus any train tickets or flights	Contact Patrick's PA
Half Day Seminar (e.g. up to . 4 hours)	£900 (+VAT)	£1000 (+VAT)	+£20	+£30	+ £50 plus any train tickets or flights	Contact Patrick's PA
2 hour Public lecture/seminar (+ questions)	£600 (+VAT)	£700 (+ VAT)	+£20	+£30	+ £50 plus any train tickets or flights	Contact Patrick's PA
Up to 1 hour Public lecture/seminar (+ questions)	£500 (+VAT)	£600 (+ VAT)	+£20	+£30	+ £50 plus any train tickets or flights	Contact Patrick's PA

Minimum fee....Please note that a minimum fee, equivalent to a 1-hour lecture, is applicable.

Week-ends.....Are a premium time, as such nothing less than a half-day booking is usually feasible.

Special rates....Are negotiable for charities and educational organisations but for this reason Patrick is only able to commit to a limited number a year.

Workshops.....Please contact Patrick's PA for further information about running a 100% Health Weekend Workshop

Media.....A biography and photographs are available from Patrick's PR Manager. Any requests for media interviews should also be via Patrick's PR Manager. Call +44 (0) 208 871 2949 x22 or email stephanie@patrickholford.com stating as much information as possible (name, publication/name of show, subject, date, intended audience etc)

TRAVEL + ACCOMMODATION EXPENSES (see table above)

Patrick speaks all over the UK and Internationally; because of this we have found the easiest way to cover expenses is as follows:

- **LONDON BASED EVENTS** – a fee of **£20** will be added to all London events to cover related travelling expenses. This is to cover some of the downtime Patrick takes to travel and any costs such as underground, congestion charge, car parking or taxis.
- **WITHIN a 30 MILE RADIUS of LONDON** – a fee of **£30** will be added mainly to cover the downtime involved in travelling but also towards any other expenses (e.g. fuel, parking or taxi's). If Patrick needs to travel by train the cost of the ticket **is additional** to this £30. Tickets will be booked by H&A and shown on the invoice.
- **FURTHER AFIELD (UK)** - an additional fee of **£50** will be added to cover the downtime experienced in long distance travel and any expenses for taxis at the destination (unless transport is provided). Unless you wish to organise Patrick's travel any train and/or plane tickets will be booked by H&A and added to the invoice accordingly. A **further £50** will, if necessary, also be added to cover Patrick's taxi travel to/from his home to a London airport, preferably Heathrow. Please advise if you wish to make travel and taxi bookings yourself.
- **EVENTS ABROAD** – Please contact Patrick's PA to discuss expenses for overseas travel, as agenda will influence travelling times and cost (i.e. expenses to and from airports, hotels and venues (unless transport is provided by the client). There will also be a **charge of £25 each way** to and from a London airport, preferably Heathrow. Typically the fee for overseas events is the Full day rate for each day he is away.
- **ACCOMMODATION** – where necessary appropriate accommodation is to be booked by the client (hotel accommodation preferably with a refrigerator). Please speak to Patrick's PA to discuss the arrangements (if necessary a booking may be required for the night before and the night after a course depending on travel connections).

COURSE MATERIALS

HAND-OUTS AND PROPS - *where appropriate* a master document will be supplied - at least 2 weeks before the event, for copying. Please liaise with Patrick's PA on this. This cost should be covered by the client

BOOKS + PRODUCTS - Holford & Associates reserve the right to sell Patrick's books, and any recommended products, unless otherwise arranged; and to give delegates free information about The Institute for Optimum Nutrition.

WEB SITE.....unless otherwise instructed, details of each event will be included on Patrick Holford's web site.

TAPING/VIDEOING

Events can be taped or video'd with the following conditions:

- a) if they are made available to students or delegates of the specific conference Patrick is teaching at, no royalty will be required
- b) if they are made available for public sale, 10% of the income is payable to Holford & Associates, on an annual basis in arrears, from the date of the event.

VIDEOING AND TAPING FOR PUBLIC RELEASE MAY ONLY BE DONE WITH THE CONSENT OF HOLFORD & ASSOCIATES.

MEALSWhen necessary the requirement will be: breakfast (at hotel) and lunch (at venue) during full teaching days, and dinner for evening lectures. **PLEASE NOTE:** Patrick is a vegan and **does not eat meat or dairy**.

TELEPHONE CALLSare not expected to be covered.

PAYMENT

We will arrange any travel, and invoice for lecture fees plus travel will be billed 30 days in advance of the event and should be **paid before the event**. This is particularly strict on overseas events. Fees will be billed in Pounds Sterling.

holford & associates

CANCELLATION POLICY

Once an event is confirmed a cancellation charge of 50% of the agreed teaching fee will be incurred for cancellations made less than 3 months before the event and the client will be liable to pay any non-refundable expenses already incurred by Holford & Associates. An event is not be deemed to have been confirmed until the relevant Agreement Form has been returned duly signed. A £1000 cancellation fee is applicable to longer overseas events if cancelled within 4 months of the booking.