

## Standard Agent Commission Terms

Nottingham Conferences welcome bookings placed by venue finding agencies and understand the value of business available through agents.

### **To help the process of booking run smoothly we would like to guarantee the following to you:**

- We will pay 8% + VAT commission on all pre-booked, contracted, elements of the final invoice. i.e. residential and non residential rates. (subsequent orders of AV/IT, bar income, increased catering or subcontracted services etc will not be commissionable).
- Should a confirmed event cancel, we will pay 8% + VAT commission on the cancellation charge only based on the above criteria.
- We respect that arrangements between ourselves and you are confidential.
- We will guarantee to send you a copy invoice at the same time as the client (unless the agent is the client).
- Once our/your client has agreed that there is no query on the invoice we will pay you within 30 days from the date of acceptance of the invoice.
- We will not canvass your client for repeat business by reducing our rates by the rate of commission payable to yourselves
- Should the client re-book direct with us, by-passing the agency, we will pay full commission on the first event of any repeat booking
- We accept that you have to consult with your client before you can release a booking and guarantee not to release a provisional booking without your agreement, providing this is within a mutually agreed timescale (standard being 2 weeks from provisional booking).
- Should we knowingly receive the same enquiry from more than one agency we will advise you accordingly. Responsibility is then with the agencies concerned to arrange a sole agency agreement with the client. In the event of a dispute, commission will be payable to the agent confirming the event with the authority of the client.
- To assist us, we do ask that you always reveal the name of your client at the time of enquiry so that we in turn are aware of which clients we will have in our venue in any one day. This avoids conflict of interest, and the embarrassment of a double booking.

### **In return we require from venue finding agencies that:**

- You visit or have a working knowledge of our venues, prior to booking it on the client's behalf. If a member of your team has not visited the centre you will inform your clients accordingly.
- If we request it, you will disclose the current status of a provisional booking
- You will confirm all bookings identifying who is responsible for organising the event (Yourselves or the client)
- The contract will be signed by the company responsible for settling the account and therefore that company will accept all contractual liabilities.
- You will not mark up any rates which we have quoted you.

### **There are certain procedures, both financial and administrative, that the University requires us to adhere to.**

- Where we invoice you as the client, we require you to settle the invoice in full.
- We will then ask you for an invoice for the commission which we will pay separately. This is due to the University trading as two separate companies. We are not able to accept payment by deduction.
- If you are not already, we will ask you to become a University Nominated Supplier and will send you the appropriate forms to fill in when your client has confirmed. Once this form has been processed we will be able to pay you commission as above.