

LUTHER BURRELL

PERFORMANCE & CULTURE SPECIALIST

lburrell@F1rstphase.com | F1rst Phase



SPEAKING ENGAGEMENT AGREEMENT

Reference: LB-SEA-_____ | Date Issued: _____

This Speaking Engagement Agreement ("Agreement") sets out the terms and conditions under which Luther Burrell ("The Speaker") agrees to provide speaking services to the named Client. **Both parties must sign this Agreement before the engagement is confirmed.** A countersigned copy will be provided to each party for their records.

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PARTIES TO THE AGREEMENT

This Agreement is entered into between the following parties:

THE SPEAKER

Luther Burrell — Performance & Culture Specialist, trading as **F1rst Phase**

Email: lburrell@F1rstphase.com

THE CLIENT

COMPANY / ORGANISATION NAME

COMPANY REGISTRATION NUMBER

REGISTERED ADDRESS

PRIMARY CONTACT NAME

JOB TITLE

EMAIL ADDRESS

TELEPHONE NUMBER

02

EVENT DETAILS

EVENT NAME / TITLE

EVENT DATE(S)

VENUE NAME

VENUE ADDRESS

FORMAT

EXPECTED AUDIENCE SIZE

SESSION DURATION

Keynote / Workshop / Panel

ADDITIONAL NOTES / EVENT BRIEF

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FEE & PAYMENT TERMS

All fees are quoted in British Pounds Sterling (GBP). VAT will be applied at the prevailing rate where applicable.

ITEM	AMOUNT (GBP)	NOTES
Speaker Fee	£ _____	<i>Exclusive of VAT</i>
VAT (if applicable)	£ _____	<i>20% where registered</i>
Travel Expenses	£ _____	<i>Or arranged by Client — see §6</i>
Accommodation	£ _____	<i>Or arranged by Client — see §6</i>
Non-Refundable Deposit (50%)	£ _____	<i>Due upon signing to confirm booking</i>
Balance Due	£ _____	_____ days prior to event

Invoices shall be issued by F1rst Phase and are payable within 14 days of issue unless otherwise agreed in writing. Payment shall be made by bank transfer to details provided on the invoice. Late payments may incur interest at 8% per annum above the Bank of England base rate under the Late Payment of Commercial Debts (Interest) Act 1998.

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SPEAKER DELIVERABLES

Subject to the terms of this Agreement, Luther Burrell agrees to provide the following deliverables:

- ✓ **A keynote address** tailored to the Client's event theme, audience, and brief, of the agreed duration.
- ✓ **A post-talk Q&A session** of up to 30 minutes, facilitated with the event audience.
- ✓ **A pre-event briefing call** of up to 1 hour with the Client's nominated contact, to align on content, key messages, and logistics.
- ✓ Permission for the Client to record the session for **internal use only**, subject to the Intellectual Property terms in §7.
- ✓ Reasonable availability for **photography and networking** immediately before or after the session, as agreed with the Client in advance.

Any deliverables beyond those listed above (additional workshops, panel appearances, written content, masterclasses) are not included within this Agreement and shall be subject to a separate written agreement and additional fee.

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CANCELLATION POLICY

In the event that the Client cancels the engagement, the following terms shall apply. Cancellation must be made in writing to lburrell@F1rstphase.com and is effective upon receipt of confirmation.

NOTICE PERIOD (BEFORE EVENT DATE)	CANCELLATION CHARGE
90 days or more	Non-refundable deposit forfeited (50% of total fee)
30 to 89 days	75% of the total agreed fee payable in full
Under 30 days	100% of the total agreed fee payable in full

Force Majeure: Neither party shall be liable for failure to perform obligations due to circumstances beyond their reasonable control (including but not limited to natural disasters, government action, or venue closure). In such cases, the parties agree to reschedule to a mutually agreeable date before any financial remedy is sought. If rescheduling is not possible within 6 months, the deposit shall be retained and no further fee shall be due.

Should Luther Burrell be required to cancel due to circumstances within his control (excluding force majeure), a full refund of any monies paid shall be issued within 14 days, with no further liability to either party.

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CLIENT OBLIGATIONS

The Client agrees to fulfil the following obligations to facilitate the successful delivery of the engagement:

- 1 **AV & Technical Requirements:** Provide a professional AV set-up including a lapel or handheld microphone, projection screen or LED wall with HDMI input, confidence monitor, and a reliable stage lighting setup. Technical requirements will be confirmed at the pre-event briefing call.
- 2 **Travel & Accommodation:** Arrange and cover all reasonable travel (Standard Class rail or equivalent; Business Class for flights over 3 hours) and accommodation (4-star or equivalent, single room) for Luther Burrell, or agree an expenses reimbursement amount within the fee schedule at §3.
- 3 **Green Room / Preparation Time:** Provide a private green room or quiet preparation space accessible at least 45 minutes prior to the session start time.
- 4 **Briefing & Pre-Event Communication:** Assign a single named point of contact to coordinate all logistics, provide the event brief, audience background, and any specific themes or desired outcomes at least 4 weeks prior to the event date.

- 5 **Promotion & Publicity:** Agree any pre-event promotional materials or social media announcements featuring Luther Burrell's name or likeness with F1rst Phase in advance of publication. Approved speaker bio and photography will be provided by F1rst Phase upon request.

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INTELLECTUAL PROPERTY

SPEAKER'S INTELLECTUAL PROPERTY

All intellectual property in the content of the keynote address, presentation materials, frameworks, methodologies, and associated materials is and shall remain the sole property of Luther Burrell and F1rst Phase. No licence is granted beyond the limited right set out below.

The Client is granted a **non-exclusive, non-transferable licence** to make a single internal recording of the session for internal review and training purposes only. The Client may **not** distribute, broadcast, sub-licence, sell, or otherwise commercialise any recording or derivative of the session without the prior written consent of Luther Burrell / F1rst Phase. Any agreed commercial usage rights must be documented in a separate written addendum to this Agreement and may attract an additional licensing fee.

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CONFIDENTIALITY

Each party agrees to keep confidential any proprietary, commercially sensitive, or non-public information received from the other party in connection with this Agreement ("Confidential Information"). Each party shall: (a) use Confidential Information solely for the purposes of performing its obligations under this Agreement; (b) not disclose Confidential Information to any third party without the prior written consent of the disclosing party; and (c) apply the same standard of care to protect the other party's Confidential Information as it applies to its own, but no less than reasonable care.

This clause shall survive termination of this Agreement for a period of **two (2) years**. Confidential Information does not include information that: (i) is or becomes publicly available through no fault of the receiving party; (ii) was known to the receiving party prior to disclosure; or (iii) is required to be disclosed by law or regulation.

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GOVERNING LAW & DISPUTE RESOLUTION

This Agreement shall be governed by and construed in accordance with the laws of **England and Wales**. The parties agree to submit to the exclusive jurisdiction of the courts of England and Wales in the event of any dispute arising under or in connection with this Agreement.

In the first instance, the parties agree to use reasonable endeavours to resolve any dispute informally by way of good-faith negotiation. If the dispute cannot be resolved within 30 days of written notice, the parties may seek formal legal remedy.

GENERAL PROVISIONS

Entire Agreement: This Agreement constitutes the entire agreement between the parties with respect to the subject matter herein and supersedes all prior negotiations, representations, or agreements, whether written or oral.

Amendments: No amendment or variation of this Agreement shall be valid unless made in writing and signed by both parties.

Severability: If any provision of this Agreement is held to be invalid or unenforceable, the remaining provisions shall continue in full force and effect.

Relationship of Parties: Nothing in this Agreement creates a relationship of employment, partnership, or agency between the parties. Luther Burrell is an independent contractor.

AGREEMENT & AUTHORISED SIGNATURES

By signing below, both parties confirm that they have read, understood, and agree to be bound by the terms and conditions set out in this Speaking Engagement Agreement. This Agreement is legally binding upon execution by both parties.

THE SPEAKER — LUTHER BURRELL

FULL NAME

Luther Burrell

TRADING AS

F1rst Phase

SIGNATURE

DATE

THE CLIENT — AUTHORISED SIGNATORY

FULL NAME

JOB TITLE

SIGNATURE

DATE

COMPANY STAMP (IF APPLICABLE)

FIRST PHASE | LUTHER BURRELL

lburrell@Firstphase.com | Speaking Engagement Agreement | Governed by the Laws of England & Wales