



# THE GRAND

BRIGHTON

## **'TREAT'** **Commission Payment Agreement**

### **Commission rate – 8% + VAT**

In accordance with HBAA guidelines commission shall be payable on the net rates of the following facilities and/or services, whether contracted or pre-booked\*:

- Residential delegate packages (24hr)
- Non-residential delegate packages (DDR)
- Bed & breakfast accommodation
- Room hire cost
- Food and beverage
- Cancellation/no-show charges

\*For the avoidance of doubt, pre-booked items refer to those ordered in addition to the contract and detailed on the final function sheet prior to the event arrival date.

AV equipment is non commissionable.

### **Commissionable Deposits**

We agree to pay commission on the deposit prior to the event taking place, subject to receipt of the deposit payment and corresponding commission invoice.

\*Offer subject to a minimum deposit payment of 25% of the total contracted event value.

### **Invoicing & payment**

An itemised and accurate invoice is required from you post event stating your commission claim.

We are unable to process invoices for payment that are not itemised.

Commission will then be paid within 5 days of receipt of full balance payment.

Commission payments cannot be deducted from the final outstanding balance of the event.

### **Our commitment to you**

Rate parity is guaranteed where we identify multiple agents bidding for the same piece of business – we will ask for client names and/or industry sectors to assist and identify any potential conflict in business on site.

In the event of a multi-agency commission dispute the payment will be made to the agent confirming the event with the venue on the authority of the client.

All commission agreements are confidential.