

Terms & conditions

- i Toastmasters Kent will perform the duties of professional toastmaster / master of ceremonies at the agreed time and location, for the agreed fee.
- ii Engagements are accepted in good faith, based on the information provided by the client, and are deemed accepted only when the booking form has been received, the booking fee paid and acknowledged in writing (including email).
- iii The booking fee is non-returnable *(except v below)
- iv The balance of the agreed fee is to be paid by the client no less than two weeks before the event unless prior arrangements have been agreed.
- v If unable to fulfil their duties owing to sickness or personal circumstances, Toastmasters Kent will endeavour to provide a suitable professional substitute for the agreed fee and at no extra cost to the client. If they are unable to do this, any payments made by the client will be fully refunded *(including booking fee)
- vi The right is reserved to increase the fee due to the client altering the instructions of the engagement once the booking has been accepted. e.g. time of event extended or change of venue.
- vii If the full fee has been paid, but the booking is cancelled for any reason three calendar months prior to the event, the fee *(less booking fee) will be refunded.
- viii If the booking is cancelled for any reason less than three calendar months before the event, the client shall be liable to pay the full fee.
- ix If the event is postponed until a future date the agreed fee is valid for six months after which an additional fee may be required.
- X It is normal practice to provide the Toastmaster with a meal on the day at a separate table. Please discuss this with us if you have any concerns.

Covid-19

The terms for cancellation due to forced local or national Government lockdown or Covid restrictions supersede points i to x and are as follows:

Postponements

Should you wish to **postpone** your wedding / event we are happy to re-book at no additional cost **subject to availability**.

Cancellations

If you choose to **cancel** your wedding or event yourself the booking fee is non-refundable. Please put in writing if you wish to cancel. However, if you are forced to cancel your wedding due to a government coronavirus or any other lockdown we will refund 50% of your booking fee, retaining 50% for administration and costs incurred. If you have paid additional monies on top of the booking fee, I will refund 75% of any payments made, retaining 25% for administration and costs incurred. Given the unprecedented times I hope this is seen to be reasonable and fair.