



Social Solutions Inst. of Research and Development Ltd

BOOKINGS - GENERAL TERMS & CONDITIONS

PLEASE READ THIS DOCUMENT CAREFULLY. ALTHOUGH THIS DOCUMENT IS ONLY INTENDED FOR REFERENCE ONLY AND IS NOT A SUBSTITUTE FOR ANY SUBSEQUENT CONTRACT. IT CONTAINS IMPORTANT INFORMATION REGARDING YOUR LEGAL RIGHTS AND OBLIGATIONS. ANY PERSON(S) OR ORGANISATIONS FOUND TO BE IN BREACH OF THE TERMS AND CONDITIONS FOUND WITHIN THIS DOCUMENT OR SUBSEQUENT CONTRACTS WILL BE VIOLATING APPLICABLE LOCAL & INTERNATIONAL LAWS AND MAY BE SUBJECT TO UNLIMITED LITIGATION WITHOUT NOTICE FROM SSI LTD, PARTNERS & AFFILIATES.

NOTE:

Social Solutions Inst. of Research and Development and its agents, staff, partners or affiliates are hereby known as SSI Ltd.

Client(s) or Client Organisation(s) and /or its agents, staff, partners or affiliates are hereby known as (the) Client(s).

Interview(s), lecture(s), seminar(s), presentation(s), and workshop(s), works and/or training(s) or group activities agreed to by SSI Ltd and the Client are hereby known as (the) Service(s).

Confidentiality

1. For the Services to be as effective as possible, a high degree of honesty and integrity is required by the Client.
2. To enable the Services to flourish, complete confidentiality is required of all parties concerned. When working with young people aged 10 – 19, the Client may be omitted from participating, observing or continually monitoring the session(s).
3. No feedback of a personal nature will be available to the Client other than that freely supplied by the participants or agreed in advance in a three-way contract.
4. Any commercial information that SSI Ltd becomes aware of during the tenure of the Service will be treated as strictly confidential.

Intellectual property

1. Although the Service SSI Ltd provides will be tailored to the requirements of the Client, all Services remain the intellectual property of SSI Ltd.
2. No part of our work or materials may be recorded via still pictures/audio/video or similar devices by the Client and/or the participants without proper licensing from SSI Ltd.
3. It is our wish for business and philosophical reasons that as many people benefit from such work as possible, without damaging our commercial viability.

Media Release

1. The Client, Service users and participants do hereby consent and agree that SSI Ltd have the right to photograph, videotape, or otherwise record during any interview, lecture, seminar, presentation, workshop, training, group activities or other Service commissioned or organised by the Client and/or SSI Ltd.
2. SSI Ltd may use any and all media, now or hereafter and exclusively for SSI Ltd purposes. The Client hereby consents by participating in or attending the Services that all participants' names and identities may be revealed by descriptive text or commentary.
3. The Client releases to SSI Ltd all rights to exhibit the Services in print and/or electronic form publicly or privately and to market / sell copies. The Client waives any rights, claims, or interest they may have, to control the use of their identity or likeness in whatever media used by participating or attending Services commissioned or organised by the Client and/or SSI Ltd.
4. It is understood by the Client that there will be no financial or other remuneration for any

recording conducted by SSI Ltd, either for initial recording or subsequent displays.

5. It is understood that SSI Ltd is not responsible for any expense or liability incurred as a result of participation in any recording, including any mental, emotional and/or medical expenses incurred as a result.

6. It is understood that the Client is responsible for notifying all Service users and/or participants of these terms and conditions upon participating in or attending Services commissioned or organised by the Client or SSI Ltd.

7. The Client is responsible for informing and securing the required consent documentation for all Service users under 18 years of age.

Fees & Expenses:

1. SSI Ltd will design and facilitate Services based upon the Client's request and any subsequent discussions.

2. The Client will arrange a suitable venue for the event including accommodation if the event is to be residential. Accommodation on residential events is supplementary. SSI Ltd will invoice the Client for one third (1/3) of the fee on procurement of a contract with the Client.

3. Additional diagnostic/development meetings will be agreed in advance and will be charged at SSI Ltd normal daily rates. Meetings of less than one day's duration will be charged in half-day (½) or third-day (1/3) blocks.

4. All fees are exclusive of reasonable expenses, of which the Client will be notified and charged at cost. VAT and/or other taxes will be charged where applicable.

5. Mileage will be charged at £0.85GBP/\$1.70USD per mile. Other transport fees, such as tolls, congestion charges, parking fees will be charged where applicable.

6. The Client is responsible for SSI Ltd accommodation in the event of a residential and/or overnight / out of regular hours Service.

7. Other expenses directly attributable to the Service are the responsibility of the Client.

Acceptance by the Client

All services and acceptance of these conditions must be confirmed in writing before any work will commence. Please contact us if you have any queries.

Cancellations and Postponements:

1. In the event of cancellation of Services by the Client after acceptance, full fees will be charged.

2. If the Client requests a postponement of the work after acceptance, SSI Ltd will make every effort to re-negotiate the time schedule for the work, but this may not be possible due to pre-existing commitments.

3. Subsequent postponement by the Client will be treated as a cancellation and full fees will be charged.

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