



# THE GRAND

## BRIGHTON

### **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
- Food and beverage

\* 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

We will pay 8% +VAT commission on any cancellation/no show charges based on the above terms

All commission agreements are confidential

AV equipment is not commissionable

An itemised invoice is required from you stating your commission claim.

We will not process invoices for payment that are not itemised.

Commission payments cannot be deducted from the final revenue total of the event.

Commission will be paid within 30 days of receipt of payment for the final event invoice by either yourself or the client

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