

Terms & Conditions

1. To confirm booking
 - Please email Lesley Rees at lesley@essencecomms.com.au advising date, time, venue and your requirements.
 - Once this information is received, we will provide a quotation, and on acceptance, an invoice for Penny Burke's presentation fee will be issued which must be paid within fourteen (14) days in order to secure your booking.
 - A second invoice will be issued post your event for expenses incurred.
2. Expenses:
 - Expenses include return economy class flights ex-Melbourne, accommodation including full buffet breakfast and car transfers which will all be booked by Penny Burke's office and billed to you for reimbursement. Business class airfare is required for flights longer than 3 hours ex-Melbourne, and international.
 - Supporting invoices/receipts from our suppliers will accompany the expenses invoice.
3. Recording & Copyright
 - Penny Burke is not unreasonable when it comes to recording her presentations, however her express permission is ALWAYS required beforehand regardless of the recording format or the nature of the event and some strict conditions will apply.
 - Please call us to discuss if you are intending to record the presentation.
4. Flash photography is permitted on two conditions:
 - No photos taken until at least 10 minutes into the presentation to avoid distracting the audience in the first phase of the presentation.
 - If possible, please supply a copy of the photos to Penny Burke.
5. Cancellations
 - Cancellations must be received in writing and sent to lesley@essencecomms.com.au.
 - In the event of a cancellation being made more than 60 days from the date of the event, a refund of 50% of the presentation fee will be given with the remaining 50% of the fee being held as a Credit Note for use towards future bookings.
 - In the event of a cancellation being made more than 60 days from the date of the event, 100% of the presentation fee will be held as a Credit Note for use towards future bookings.