

Booking Contract

with

Thomas R. Noonan

(Please fill out this form completely and email it to tom@thomasrnoonan.com or fax it to 954-563-0146)

_____ (Organization Name) agrees to contract with
Thomas R. Noonan to speak at the event to be held at _____ (time)
At _____ (location) on _____ (date).

Deposit and Cancellations Policy:

1. A 30% advance deposit retainer is required with the signed agreement, made payable to:
Thomas R. Noonan
2409 N. Atlantic Blvd,
Ft. Lauderdale, FL 33305
2. If there is a cancellation by the organization with more than 60 days until the scheduled event, Mr. Noonan will rebook at a mutually convenient date with no penalty. If the event is cancelled by the organization with 60 days or less remaining until the scheduled event, the deposit is non-refundable
3. If the event is cancelled at any time by Mr. Noonan for health or any personal reason, the advance deposit is 100% refunded to the organization.

Travel and Accommodations Policy:

1. Mr. Noonan will receive expense reimbursement for full coach airfare between Ft. Lauderdale, Florida and the nearest commercial airport to the event. In addition, there will be a \$150 per day expense reimbursement for food and ground transportation for the day of the event or any additional days required. If overnight accommodations are required, Mr. Noonan will be reimbursed at the rate of \$250 per night for hotel accommodations.

Audio and Visual Policy:

1. Any audio and visual support equipment will be provided by the organization.
2. No audio or visual recording of the event may be used by the organization without prior written approval of Mr. Noonan.

Final Payment:

1. Final payment for speaking engagement (less deposit) plus expenses will be paid to Mr. Noonan on the day of the presentation.

_____ (Organization Representative) _____ Date

_____ Thomas R. Noonan _____ Date