



Date: 4 January 2024

Job #: 879469

COMPANY:	Broadsword	
CONTACT:	Nicole Davis	
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EMAIL:	Nicole.Davis@wearebroadsword.com	
DRUM CAFE CONTACT:	Jo-Ann Radus	
DATE OF EVENT:	February 12 th 2024	
TIME:	TBC approx. 4:00pm	
VENUE:	Hilton Atlanta	
VENUE ADDRESS:	255 Courtland Street NE, Atlanta, GA 30303	
AUDIENCE SIZE:	Up to 520	
PRICE:	<p>Program Fees</p> <p>Drums/Equipment Transport (included):</p> <p>Airfare: 1 R/T airfare NY-ATL</p> <p>Audio-Visual Support: Furnished by venue/client-(see attached rider)</p> <p>Total excl. AV: No additional fees charged above this amount.</p>	<p>\$ 11,000</p> <p>\$ 175</p> <p>\$ Client</p> <p>\$ 11,175 =====</p>
INCLUDES:	<ul style="list-style-type: none"> • A 60-minute keynote interactive, fully facilitated Drum Cafe program • Drum Cafe team including specialized facilitator • Djembe Drums provided to <u>each participant</u> to use during the event • A selection of percussion instruments to use during the event • Phone or Zoom consultation(s) to clarify objectives to be met, special language or content to emphasize, population, etc. • Airfare- \$175. Any cost above that amount will be covered by Drum Cafe 	
EXCLUDES:	<ul style="list-style-type: none"> • A/V support as listed above • Seating / Chairs to be set up by your team or venue. • Stage or Riser for visibility desired, but not required. • Green room with bottled water provided in room and on stage • Meal provided if team is required at the venue for four or more hours • Parking fees at venue for equipment vehicle and team vehicles 	
PAYMENT:	<p>Please sign this document and return at your earliest convenience to <u>hold</u> the booking date. Note that the booking date is not <u>guaranteed</u> until booking deposit (\$5,500) is received. We kindly ask for balance of contract on or before event date.</p> <p>We accept the following forms of payment:</p> <p>By check, make payable and mail to:</p>	



Drum Cafe Southeast
2475 Sundy Ave
Delray Beach, FL 33444

By credit card:

We are happy to offer the convenience of credit card payment, but please be advised that a 4% processing fee will be charged to the payment total. An authorization form will be furnished upon request.

By ACH/Wire:

Drum Café Southeast, Inc
Account #: 1000144877221
Routing #: 061000104
Swift Code: BRBTUS33
Truist Bank
221 Commercial Blvd.
Lauderdale By the Sea, FL 33308, USA

Terms and Conditions of Booking:

1. The above quoted amount is a fixed fee and will not be reduced in the event of a drop in the number of delegates attending. Please contact us if the number of delegates increase and an average price per person will be added to the invoice.
2. The pricing quoted herein is strictly confidential and is not to be shared with any 3rd party.
3. The Client will be held responsible for loss or damage of any drums/equipment during the event due to gross neglect.
4. It is the client's responsibility to notify the event planner onsite that the Drum Cafe program does use drums and therefore creates a volume level louder than a normal business meeting. Please have them keep this in mind when scheduling rooms. Refunds will not be given if the event is cancelled or postponed due to this reason.
5. In the case of a cancellation after signed confirmation, a 50% cancellation fee will be charged.
6. In the case of a cancellation within seven days or less of the event, 100% payment will be charged.
7. The client will indemnify, defend, and hold Drum Café harmless from any loss, attorney's fees, court and other costs, or claims arising out of the event, except if such loss is attributable to the gross negligence or willful misconduct of the Drum Cafe team.
8. The client acknowledges the Drum Cafe's preferred sound / AV requirements per attached rider and will accommodate accordingly.
9. When signed, this document serves as a binding agreement and any changes made, after signing, may involve an increase in cost to the program and/or expenses.
10. Should client decide to video record the Drum Cafe Southeast, Inc. portion of the event, the client is required to get permission and approval from Drum Cafe Southeast, Inc. before distributing in any way. The client is also required to give Drum Cafe Southeast, Inc. a first generation copy of the video recording (DVD or DV Cam).
11. The performance of this Agreement is subject to termination without liability upon the occurrence of any circumstance beyond the control of either party – such as acts of God, war, company strike, disaster, civil disorder, or curtailment of transportation facilities – to the extent that such circumstance makes it illegal or impossible to hold event. The ability to terminate this Agreement without liability pursuant to this paragraph is conditioned upon delivery of written notice to the other party setting forth the basis for such termination as soon as reasonably practical.

Authorized Signature – Broadsword

Date

Authorized Signature – Drum Cafe

Date