

**Agency Agreement**

This agreement between Countrywide Hotels – 09180715 (“CWH”) and AIEA members (The Agent) represents a working agreement which has been put in place by both parties to aid the growth of business placed by The Agent into CWH portfolio.

**Agreement Term**

The term of this agreement is for one year (12 months) starting on the 1<sup>st</sup> January 2025 and ending on the 31<sup>st</sup> December 2025.

- AIEA members will receive a 13% commission on the nett value of the booking on conference and events business only that is contracted with a CWH property. This does not include SMERF groups, Group Accommodation, weddings, celebrations of life, Christmas or private family parties.
- AIEA Member will receive a 13% commission on the Nett value of the booking on cancellations of an event once the venue has been paid by the client. Also should an event be out of cancellation terms and a non refundable deposit been paid by the client the agent will also receive a 5% commission back on this amount.
- Commission Invoices to be paid within 30 days of receipt of invoice from the agent.
- AIEA will ensure that as a supplier CWH get first refusal on event space.
- Agreement will appear on the members only facebook page – this is confidential between the AIEA members and can not be shared with other suppliers.
- CWH to send offers that will appear on the supplier space on the new website which agent member can only view.
- Agreement is for members that only have the 2024 logo on their emails etc
- AIEA Members can request an agent rate for stays at properties with the CWH portfolio – subject to availability.

**Contract Termination**

This contract can be terminated by either party by giving 90 days written notice. All confirmed bookings placed into a Countrywide Hotels property will be honoured and full commission paid at the agreement rate.

Signed on behalf of AIEA

Name & Position *S. Hetherington*  
Date *Supplier liaison*

*26/11/24*

Signed on behalf of Countrywide Hotels

Name & Position  
Date