

Hybrid Booking Form – Lecturer At Home (May 2021)

TO BE COMPLETED BY THE PROGRAMME SECRETARY / ORGANISER, then send to lecturer to sign and return

Please ensure that all copies of the booking form are legible, as it contains important information for both the Society and the lecturer.

The signed form constitutes a contract between **(Society's name)**

and **(lecturer's name)**

Date of event

Start time

Event title

Are additional Societies taking part in this event? Yes / No

If yes, is an additional fee payable? Yes / No Amount

Is the event a lecture / study day / seminar or discussion forum *(delete as applicable)*

Number of sessions

Length of session

Which platform will be used? *(e.g. Zoom)*

Who will provide the platform: Society / Lecturer / Use The Arts Society's central account *(delete as applicable)*

Arrangements for Q&A session

Date and time of sound check etc.

The lecturer does / does not give permission for their lecture to be recorded.

If permission is given, is an additional fee payable? Yes / No Amount

The Arts Society's advice is that events should not be recorded.

Agreed fee *(including VAT, if applicable)*

Total amount payable, including any additional charges *(including VAT, if applicable)*

Agreed payment method

Agreed cancellation terms

Programme Secretary's name

Telephone number

Mobile.

E-mail

Society representative hosting the meeting

Telephone number

Mobile

Email

Signed (Programme Secretary / Organiser)

Date

Lecturer's telephone number

Mobile

E-mail

Special requirements?

TO BE COMPLETED BY THE LECTURER, then returned to Programme Secretary/Organiser. Retain copy for reference

I understand that payment will be made **only** on production of an invoice. I agree the above programme, fee, and other arrangements set out in respect of the event named above. I confirm that I am responsible for all Income Tax, National Insurance and VAT arising from this contract.

VAT number *(if applicable)*

I give permission for this Society to use my synopsis of the agreed title to publicise the event Yes / No

I will supply this Society with images (for which I have obtained the necessary copyright permissions) for publicity material Yes / No

Signed (lecturer)

Date