

Hybrid Booking Form, Lecturer At Venue (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. All bookings are made on the understanding that Government guidelines regarding Covid-19 in place at the time of the event are followed by each party.

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

Date of event

Start time

Event title

Venue address

Postcode

Is the event a lecture / study day / study course (delete as applicable)

Number of sessions

Length of session

Programme Secretary's name

Telephone number

Mobile

E-mail

Alternative committee member

Telephone number

Mobile

Email

Signed (Programme Secretary / Organiser)

Date

The technical arrangement of equipment should be discussed fully and agreed at the time of booking. Delete as applicable.

Microphone neck / fixed / other

Illuminated lectern yes / no / other

Laser Pointer provided by lecturer / Society

Digital Projector ☐ provided by lecturer / Society

Leads ☐ provided by lecturer / Society

Laptop ☐ provided by lecturer / Society
operating system & version*

Memory stick ☐ operating system & version*

*Check compatibility

*Check compatibility

Camera Built-in to laptop / freestanding provided by lecturer / Society

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

Who will provide the online platform: Society / Lecturer / The Arts Society's central account

Sound / equipment check Yes / No

If yes, date and time of sound / equipment check

Arrangements for Q&A session

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

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

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

Other equipment needed / provided by

The provider of the equipment must ensure it is in full working order and fit for purpose.

Agreed fee (including VAT, if applicable)

Agreed payment method

Agreed cancellation terms

Travel arrangements must be agreed at the time of booking. Programme Secretary / Organiser to confirm timings 6-8 weeks prior to the event. Costs relating to any change to these arrangements will be met by the party responsible for the change.

Travel from & to

☐ **Train:** Nearest train station

What time should the lecturer arrive at the destination station?

Method of travel from station to / from venue: Taxi / Public transport / Member's car

What time will the lecturer be back at the train station after the event? (so lecturer can book correct return train)

Agreed fare

☐ **Car:** Agreed mileage

Agreed mileage claim

Nearest car park

☐ **Other**

Agreed cost

Has overnight hospitality / accommodation been agreed? Yes / No

If Yes, what, and for how much?

Total expenses agreed

Special requirements? (e.g. access, allergies, diet etc.)

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 expenses, travelling 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