

Booking Form – reviewed December 2020

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..... **Day of week**..... **Start time**.....

Event title.....

Lecturer's: Tel..... **Mobile**..... **E-mail**.....

Postal address.....

Is the event a lecture / study day / study course (Circle as applicable) **Number of sessions**..... **Length**.....

Structure, if study day/course.....

Agreed fee (including VAT, if applicable) **Agreed payment method:** Bank transfer Cheque Cash

Agreed cancellation terms.....

Venue address..... **Postcode**.....

Programme Secretary's name.....

Address.....

..... **Tel**.....

Mobile..... **E-mail**.....

Alternative committee member name..... **Position**.....

Tel..... **Mobile**.....

Signed (Programme Secretary / Organiser)..... **Date**.....

Microphone: neck / fixed **Illuminated lectern** Yes / No **Laser Pointer** provided by lecturer / Society

Digital: Projector provided by lecturer / Society (Circle as applicable)

Leads provided by lecturer / Society *Check compatibility

Laptop provided by lecturer / Society Operating system & version.....*

Memory stick and/or disk Operating system & version.....*

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

Other equipment needed/provided by.....

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?To be met by

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 return top copy to Programme Secretary/Organiser within a month. Retain carbon 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**.....