Contract & budget approval form for Interest Groups & Local Sections

RSC interest groups and local sections organise many successful events each year. We ask for volunteers organising events to complete this form so that our legal team can review the contracts, and the contract can be signed by the RSC.

**Why do the RSC need to review the contracts?**

We must review the contracts in order to protect our volunteers and ensure the event is covered by the RSC’s public liability insurance.

**What name and address should be on the contract?**

All contracts must use RSC, Burlington House, Piccadilly, London, W1J 0BA. No contracts can be signed in the name of the interest group or local section.

**Why does the RSC have to sign the contract(s)?**

We ensure RSC staff sign the contract(s) to protect our members from inadvertently becoming personally liable for any damages or loss. Members are not authorised to sign any contracts for RSC activities.

**What is the process if I’m organising a small event (financial commitment is under £10,000)?**

Please complete section 1 of this form and email it with any venue, catering contracts (including terms and conditions) to networks@rsc.org.

The RSC legal team will review the contracts and negotiate direct with the suppliers. Once the contracts are approved the Networks Team will arrange for the contract to be signed, countersigned and a copy will be sent to you.

**What is the process if I’m organising a large event (any single contract with a financial commitment is over £10,000 or activity with an overall budget over £15,000)?**

The Member Communities Board (MCB) will need to approve the budget for your event. Please complete sections 1 and 2 of this form along with the budget and business plan.

The Networks Team will inform you if your budget has been approved by MCB, or if more information is required.

Once MCB has approved the budget we will ask you to send us the contract(s). The RSC legal team will review the contracts and negotiate direct with the suppliers. Once the contracts are approved the Networks Team will arrange for the contract to be signed, countersigned and a copy will be sent to you.

Please send the completed form to networks@rsc.org

**Section 1: Information about your event**

|  |  |
| --- | --- |
| Name of interest group / local section organising the event |  |
| Name of event |  |
| Date of event |  |
| What is the purpose of the event? Is it of an educational nature? |  |
| Total financial liability for event |  |
| Are you using an event organiser?If yes, please provide their name, email address and telephone number. | Yes / No |
| Are you collaborating with another organisation other than the SCI?If yes, please provide a contact name and details | Yes / No |
| For joint events with the SCI please provide the name of the SCI group (s) and details of the organising committee, including who is providing secretariat services. | Name of SCI group(s):Committee details:

|  |  |  |
| --- | --- | --- |
| **Role** | **Name** | **SCI or RSC** |
| Chair |  |  |
| Treasurer |  |  |
| Organiser |  |  |
| Organiser |  |  |
| Organiser |  |  |
| Organiser |  |  |
| Organiser |  |  |
| Organiser |  |  |
| Secretariat Services |  |  |

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| Will any personal data (names, addresses, contact details, email address etc) of RSC staff, speakers, visitors or delegates be supplied to the venue /supplier?  |  |
| How will payment be made to the venue/supplier?  |  |
| Will there be any RSC confidential material or intellectual property supplied to the venue /supplier? | Yes / No |
| Under which circumstances would you want to cancel the event & terminate the agreement? |  |
| Will anyone take photographs at the event? If yes, please provide details. | Yes / No |
| **For physical events** |
| Name and address of the venuePlease provide a contact name, email address and telephone number |  |
| Will the venue be supplying any equipment?If yes, what equipment and for what purpose? Will they provide you with technical support for this? | Yes / No |
| Will you be bringing any of your own equipment on site? If yes, what equipment are you bringing? If electronic equipment, has this been PAT safety tested within the last year? | Yes / No |
| Are you using any external suppliers eg catering, demonstrations etc?If yes, please provide the organisations name, a contact name and details | Yes / No |
| **For online events** |
| Name of platform and name of account holder.  |  |

##### Contact details

|  |  |
| --- | --- |
| Name |  |
| Position on interest group / local section |  |
| Daytime telephone number |  |
| Email address |  |
| Date |  |

**Section 2: MCB approval for contracts with financial liability over £10,000 or events with financial liability over £15,000**

|  |  |
| --- | --- |
| Current amount of funds available in the local section / interest group bank account |   |
| Please provide a budget showing the expected income (delegate fees, sponsorship etc), expected expenditure (venue, catering, accommodation etc) & expected deficit/surplus.You can attach an excel file showing the budget. |  |
| Please submit a business case that provides more background information and justification for the event. |  |