# Contract approval process for Interest Groups and Local Sections

Send contracts to Legal team (legalservices@rsc.org) copying in the Networks team (networks@rsc.org) along with the date the contract needs to be signed by, who the committee contact is and the completed legal form found on page 3

Is the contract worth £10,000or more, and/or the budget is worth £15,000 or more?

Yes **No**

**Yes**

Please send the completed Member Communities Board Pro-forma, the completed legal form, the contract and/or budget, the committee contact and the date the contract needs to be signed by to legalservices@rsc.org and networks@rsc.org

The legal team will contact the committee member responsible for the contract with any questions and will contact the venue directly to negotiate.

The Networks team will send the contract and/or budget to the Member Communities Board. Please allow two weeks for a decision.

Once the contract is signed, the Networks team will send it to the committee contact. Once the venue has signed the contract please return a copy of the signed contract to the Networks team for our records.

Once the legal team is happy with the contract they will send the contract to the Networks team. Once MCB approval is received and the contract is received the Networks Team will get the appropriate staff signature for the contract.

**Information for the legal team**

**1. Will there be any personal data (names, addresses, contact details, email address etc) of RSC staff, speakers, visitors or delegates supplied to the venue?**

**2. How will payment be made to the venue?**

**3. Will the venue be supplying any equipment to you as part of the event? If so, what equipment and for what purpose? Will they provide you with technical support for this?**

**4. 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?**

**5. When is the event to take place and how long will it run for?**

**6. Will there be any RSC confidential material or intellectual property supplied to the venue?**

**7. Is there a need for external catering or any external suppliers?**

**8. Under which circumstances would we be seeking termination of the agreement or to cancel the event?**

**9. What is the purpose of the event? Is it of an educational nature?**

**10. What is the full name of the interest group or local section organising the event? Is this run in collaboration with any other group or section?**

**11. Will you or anyone else be attending the event to take photographs? If so, please provide details.**

**12. Please provide contact details for someone at the supplier/venue that Legal can negotiate terms with or raise query with. Please provide name, email and/or telephone number.**

**13. What is the value of the contract – ie total to be paid over the contractual term?**

MCB Approval to sign contract with financial liability >£10,000

All member networks are required to seek approval from the Member Communities Board **before** entering in to a contract with financial liability >£10,000 or organising an activity with an overall budget >£15,000.

This completed form along with other documentation relating to the event i.e. contract, budget plan, risk assessment should be submitted to Member Networks networks@rsc.org

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| --- |
| **EVENT** *(enter details of the event you wish to enter in to a contract)* |
|  |
| **EVENT DATE** |
|   |
| **INTEREST GROUP** |
|   |
| **AMOUNT OF FUNDS AVAILABLE** |   |
| **FINANCIAL LIABILITY**  |   |
| **SHARED LIABILITY** *(If liability is shared name other organisations)* |    |
| **BUSINESS PLAN** *(provide a business plan or any background information for this event)* |
|  |

##### Contact details

|  |  |
| --- | --- |
| Name and Position *(held on Interest Group)* |  |
| Daytime telephone number |  |
| Email address |  |
| Date |  |

**MCB Approved**

|  |  |
| --- | --- |
| Date |  |