

Contracts

Under £10,000

Over £10,000
or budgets over £15,000

To ensure this process is as quick as possible, please send the following documents to Networks@RSC.org:

ASAP

- Contract(s), including T&Cs**
- Completed Legal Questionnaire**
Available for download at RSC.org/FormsDocuments
- Date contract(s) need to be signed**

- Contract(s), including T&Cs**
- Completed Legal Questionnaire**
- Completed MCB Pro-Forma**
Available for download at RSC.org/FormsDocuments
- Date contract(s) need to be signed**

Contract Negotiations

Our expert Legal Team will liaise directly with the venue to negotiate the T&Cs of the contract. The committee member responsible for the contract will be kept informed of the process.

2
weeks

Contract Signing

The Networks Team will arrange for the contract to be signed internally and then by the venue.

1-2
days

MCB Approval

Once the negotiations are complete, the Networks Team will send all supporting documents to the Member Communities Board for approval

2
weeks

Contract Signing

Once approval is received, the Networks Team will arrange for the contract to be signed internally and then by the venue.

1-2
days

Please do not hesitate to contact us if you have any questions
Networks@RSC.org and LegalServices@RSC.org