

Terms and Conditions and Guidance Notes for Workshop Leaders

Venues: All venues will be around the High Street or immediate vicinity. Venues will be selected by LAF committee as deemed most suitable and based on your requirements. You will be informed at least two weeks in advance of the venue for your workshop.

Fees:

- A nominal booking fee of £20.00 per workshop will be charged by LAF if fees are charged for attendance of the workshop. This fee will cover venue hire and marketing.
- If attendance fees are charged by the leaders, no commission will be charged, our costs are covered in the £20.00 fee (see above)
- If a workshop is free of charge to participants, LAF will waive the booking fee.
- Where fees are payable to LAF each Workshop Leader must pay Lindfield Arts Festival by cheque or by BACS (Please put LAF19 as the Reference) once confirmation has been received
- **Bank Details:**
Account Name Lindfield Arts Festival
Sort Code: 401165
Account Number: 20032646

Legal requirements

You will be asked to provide the following:

- Public Liability insurance of up to £5million
- If working with children, you will be required to provide proof of DBS check (Disclosure and Barring Service) check.

Guidance Notes

- Please arrive in plenty of time to set up for your workshop.
- Workshop leaders will inform LAF of any changes to those proposed.
- If for any reason you are unable to run your workshop, please inform LAF as soon as possible.
- Please take any rubbish with you after the workshop and leave the venue as you found it.
- We cannot guarantee attendance at each workshop; however, we will market your workshop through our usual channels (Website, Printed programme and social media)
- Please ensure you promote your workshops amongst your contacts (see notes in General Guidelines on marketing)