



WELLS EVENING SOCIETY BOOKING FORM.

(The signed form constitutes a contract between the above Society and the lecturer.)

THIS SECTION TO BE COMPLETED BY THE PROGRAMME SECRETARY.

Venue: Wells Town Hall, Market Place, Wells, Somerset. BA5 2RB

Date of Event: .../.../.....

Title of Lecture:

Lecturer Name:

Lecturer Address:

Lecturer Contacts: Tel:..... **Mobile:** **E-mail:**

Lecture Agreement

Lecture to be one hour long plus time for questions afterwards. Lecturers need to notify the Wells Programme Secretary well in advance of their method of Projection. The preferred method is digital projection using a PowerPoint presentation that should preferably be loaded onto a memory stick for easy transfer to the WES Laptop computer. Lecturers using 35 mm projection should bring their own ready loaded 35 mm 80 round carousel magazines. Lecturers are requested to be available in the Lecture Hall by 7 pm to complete the presentation arrangements. Lecture to begin at 7.30 pm.

Lecturer Fee: £.....

Travel Arrangements

These are to be completed at the time of booking with the Programme Secretary to confirm 4 – 6 weeks prior to the lecture. The nearest car park for Lecturers is 10 yards behind the Wells Town Hall. Car mileage 40 p/mile.

Train from: station. **To:** station. **Railcard:** Yes / No
or estimated mileage = miles.

Facilities Available from the Wells Evening Society

Screen 3.65 x 3.65 metre, illuminated lectern, stand microphone, collar clip microphone, HP Laptop computer, 5000 lumen digital projector, laser pointer, CD player with remote changer, 800 watt audio system or 2 x 35mm slide projectors with circular 80 slide carousel and remote slide changer.

Specify the Lecturer's requirements:

5000 lumen digital projector (), 35 mm slide projector (), CD player (), Other ().

Any amendments or additional equipment to the above, to be stated here:-

WES Contacts

Programme Secretary: Mrs Philippa Collings, Black Dog, Tor Street Wells, Somerset, BA5 2US.

Tel: 01749-672548 Mobile: 07808 587287 E-mail: Philippa@blackdogofwells.com

Operations Manager: Gordon Mills

Tel: 01749-678 499 Mobile: 07808-587 287 E-mail: mills@pobox.com

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

THIS SECTION TO BE COMPLETED BY THE LECTURER

I WOULD LIKE OVERNIGHT HOSPITALITY Yes / No Delete as appropriate.

- Payment will be made on the evening of the lecture and an invoice would be appreciated.
- I agree the above programme, fee, equipment, traveling and other arrangements for the lecture named above.
- I confirm that I am responsible for all Income Tax, National Insurance and VAT (if applicable). VAT No:

SIGNED (Lecturer): **Date:** .../.../.....

Please complete, sign and return this form to the Programme Secretary, but retain a copy for your reference.