

Terms and Conditions for schools and other organisations

GENERAL

Listed below are the Authors Aloud UK Ltd Agency Terms and Conditions. By accessing the services of Authors Aloud UK Ltd Agency or the Authors Aloud UK Ltd Agency Website, you agree to be bound by these Terms and Conditions.

"Agency" refers to Authors Aloud UK Ltd Agency.

"Website" refers to the Authors Aloud UK Ltd Website: www.authorsalouduk.co.uk

"Author" refers to all authors, illustrators, poets, storytellers and trainers held on the Authors Aloud UK Ltd Agency database.

"School" refers to a school, library, festival or other venue.

If there is anything that you do not understand please feel free to e-mail your enquiry to: info@authorsalouduk.co.uk

BOOKINGS

Authors Aloud UK is a booking agency for speakers who work with children, young people, librarians, teachers and others involved in children's books. These are the Terms on which the Agency will make a booking for your School.

The Agency maintains a database of Authors who make School, Library or Festival visits. The Agency advertises and promotes Authors and arranges visits into Schools, Libraries, Festivals and other venues.

The Agency uses the information given by the School to match an appropriate Author to the needs of the School.

The booking information that the School provides will be passed on only to those persons relevant to the arrangement of the booking. In making this booking, you consent to this information being passed on to the relevant persons.

When a booking is made and the School and Author are happy to work together, we will proceed to confirm the booking in writing. Please check that all names, dates and timings are correct on receipt of all documents and advise us of any errors immediately.

All communication with the Author will be done through the Agency unless initiated by the Author themselves.

The Agency adds an administration charge on top of Author fees for bookings in the UK and internationally to cover all advertising, handling and booking fees. Booking

fees for specific authors are available on request. VAT is applicable in some circumstances.

For all other arrangements, e.g. Training and Inset work, further fees may be added. All Author charges are made known at the time of booking. All charges are exclusive of VAT, unless otherwise stated.

Authors are responsible for setting their own rates and the Agency takes no responsibility for the rates charged by the Authors. Authors' rates may change as and when the Author chooses and these adjustments will be available to customers requiring information about specific Authors.

Schools will receive an invoice and evaluation form following an Author visit. All accounts must be paid in full within 21 days of the invoice date.

If for any reason there is an alteration or cancellation by the Author, the Agency will notify the School as soon as possible. If there is sufficient notice, an alternative Author or a rescheduled date will be offered. If no acceptable alternative can be found, the Agency will cancel the booking. The Agency cannot accept responsibility for failure to secure alternative bookings or for cancellations.

If a School cancels a confirmed visit, the School will be liable for any travel and accommodation expenses that have been incurred by that point that AAUK are unable to cancel. If the cancellation is within 28 days of the event, there will be a cancellation charge of 50% of the author's fee, along with any expenses incurred by either the author or Authors Aloud UK Ltd. If the cancellation is within 7 days of the event, then there will be a cancellation charge of 100% of the fee, along with any expenses incurred by either the author or Authors Aloud UK Ltd.

If the School is forced to cancel due to weather, travel-related incidents, or an enforced school closure due to circumstances beyond anyone's control, the visit can be re-arranged under the same terms and conditions, though any expenses incurred by either the author or Authors Aloud UK to this point will be charged to the School. However, if the School decides not to rearrange the visit, this will be deemed as a cancelled visit and the full agreed fee, and associated expenses, would be payable.

Payment terms

Authors Aloud UK Ltd works with a variety of authors throughout the year on individual bookings for school and library events. Visits are generally for one or two days at a time – very occasionally do we organise bookings for longer than that. This is not the primary source of income for any of the authors involved and each author is responsible for accounting to HMRC for their own tax and NI contributions. Authors Aloud UK is not an intermediary/personal service company for the purposes of IR35 and PAYE or NI contributions should not be deducted from payments to us.

The Agency does not accept liability for any personal injury or death during the operation of a booking for either party. The Agency will not be liable in contract or

otherwise for any economic losses or any loss of goodwill or reputation during the Author visit.

AUTHOR VISITS

If schools require an author to hold a DBS certificate or have PLI (Professional Liability Insurance) then this should be made clear at the initial time of booking. The Author should be accompanied at all times by a member of school staff whilst on school premises. **There is no legal requirement for authors who visit one School for fewer than 4 days in a month to have a current DBS check.**

The Agency accepts no responsibility for the acts of the Author or for the services provided by the Author. The Agency actively gathers feedback from Schools following an Author visit.

All Schools are responsible for arranging Public Liability Insurance to cover any incident during an Author visit.

All information on the Author Pages has been supplied by the Authors themselves and the Agency does not vouch for its accuracy. It is the School's responsibility to ask relevant questions and make any necessary checks before confirming any booking. The Agency has made every effort to ensure that the information provided is accurate.

BOOK SELLING

We strongly encourage Schools to have copies of the author's books on sale to students on the day of the visit as this reinforces positive messages about the importance of reading for pleasure. Authors Aloud UK does not arrange bookselling, but we would be happy to put you in touch with a reputable supplier.

Some authors do charge a £50 fee which will be added to their fee, should a school decide not to have books available for sale.

THE WEBSITE

Authors Aloud UK Agency reserves the right to:

(a) select an Author to feature on the Website and to exclude or include any Author from featuring on the Website. Any Author can refuse the offer to be included on the Website. An Author's inclusion or exclusion on the Website by the Agency is in no way an endorsement or otherwise of the Author;

(b) include or exclude any information on the Website. The Agency will make all reasonable endeavours to correct any errors on the Website but does not guarantee that any errors on the Website will be corrected;

(c) modify or withdraw, temporarily or permanently, the Website (or any part of it) with or without notice to its users. The Agency and the Website will not be liable to any user or any third party for any modification to or withdrawal of the Website;

(d) monitor any activity and content associated with the Website. The Agency reserves the right to investigate any reported violation of these Terms and Conditions or complaints relating to the Website and to take any action that is deemed appropriate (which may include, but is not limited to, issuing warnings, suspending, terminating or attaching conditions to an individual's or group's access to the Website and/or removing any materials from the Website).

Acceptance of these terms is a condition of booking.