Terms and Conditions   
Environmental Education with the Buzz Club

Terms

* The organization = The organization/group that is requesting the webinar.

Booking Process

1. All requests must go via the booking portal on our website. This will be monitored and the organization will be contacted regarding their request by email from one of the team.
2. If you have any enquiries when requesting, please contact: [buzzclub@sussex.ac.uk](mailto:buzzclub@sussex.ac.uk)

Availability

1. The organization must provide at least 6 weeks notice when requesting a webinar. The date and time of the webinar is subject to our team’s availability as we work part time.

Activities

1. The Organization should select the webinar topic(s) of choice on the request form. If the specific topic wanted isn’t an option, please select the bespoke option and we will be in touch.
2. **Each webinar will last for one hour (including Q and As)**.
3. It will be agreed upon booking request if the organization with organise the delivery platform (e.g Zoom, Teams etc) or if the Buzz Club will.
4. The organization booking the webinar will organise the marketing and ticketing of the event. All marketing will tag the Buzz Club and numbers booked onto the event will be shared with the Buzz Club prior to the event.
5. After an event, the organization will send out a Buzz Club feedback form to the webinar attendees.

Payments, Ticket Sales and Cancellation Charges

1. The Buzz Club **charge £150 per 1 hour webinar.**
2. The Buzz Club will send an invoice to the organization upon booking confirmation.
3. The invoice must be paid **at least 10 working days** before the event date. If this is not paid, the webinar will be cancelled. The Buzz Club is not liable to compensate for any ticket sales which have been lost as a result.
4. In no instance is the Buzz Club liable for any ticket sales or ticket sale loss.
5. If the organization has to cancel the webinar: Cancellation is free up to 5 working days prior to the webinar. If the organization cancels within 5 working days of the webinar, the £150 payment will not be refunded.
6. If the Buzz Club has to cancel the webinar: In the event that the Buzz Club needs to cancel the webinar, all efforts will be made to reschedule the event. If cancellation happens within 5 working days of the webinar and rescheduling is not possible, the organization will be refunded in full.