



Event Agreement

Please review the following document and sign below to confirm your agreement to the terms and conditions of hosting an event for 'Wollondilly Women in Business Network' (WWIB).

1. To host an event for WWIB you must be a fully paid financial member of the group at the time of preparing your event and hosting your event.
2. Dates, times and locations must be confirmed as suitable with the WWIB Committee before the event can be posted. Changes to location, dates etc must be agreed to by WWIB before changes are made public.
3. You will be required to create your own Event on the WWIB Group Page with the understanding that the event must not conflict with other events.
4. WWIB encourages inclusion of all financial members and the Event Organiser must not restrict financial members, who are competitors of the Organiser, from attending.
5. WWIB accepts no responsibility for charges or costs from the event. If any fees or costs are not covered by participants' payments, such costs must be covered by you, the organiser.
6. Presentations must be in good taste and not offensive.
7. If the organiser is bringing/selling/giving away product the organiser is responsible for providing 'Product Liability' insurance cover.
8. The Organiser must have 'Public Liability' insurance to cover compensation from incidents that occur and can be attributed to the actions/equipment/product of the Organiser.
9. The Organiser must not promote any other individual or organisation who is NOT a financial member of WWIB.
10. The Organiser must complete a Risk Assessment Form before the event commences and hand the completed Risk Assessment Form to a WWIB Committee Member at the end of the event.

Signed:Name:.....
EVENT ORGANISER

BUSINESS NAME & ABN: