



# *Name* Bonsai Society

## CONTRACT FOR SPEAKERS

**TO:** speakers name

**WE:** society name

**Would like you to give a talk / demonstration on *topic* at our meeting *date & time***

**AT:** *Venue address*

**A map showing the location of venue, together with approaching route is attached or can be found at our *website*.**

**WE confirm that the agreed fee is £\*\*\* plus travelling expenses of 25 pence per mile.**

**Please tick if overnight accommodation is required.**

**This Society is a member of The Federation of the British Bonsai Societies and is covered for Speakers with Public Liability Insurance. FOBBS Policy.**

**Signed** Secretary *name* Bonsai Society

**Date**

**To be completed by speaker.**

**I shall require (list items, e.g. Slide projector, Screen, Extension lead etc)**

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

**I shall require \_\_\_\_\_ feet of sales space and \_\_\_\_\_ feet of working tables for the demonstration.**

**My Topic for this Demonstration / Talk / Slide show is:**

**I confirm the fee & travelling expenses as shown above.**

**Signed**

**Date**