

# CULTURE LIVE: PARTICIPATING IN AN EVENT

To ensure our events operate according to rules agreed with Preston & District U3A you must accept the following working principles prior to participating in any event or activity organised by the Culture Live interest group:

- The Culture Live steering team have access to your U3A membership details (via the Beacon system).  
*These details will be made available to event organisers for the purpose of organising events in which you participate.*
- All communication of proposed activities is through the Preston U3A website and the 'Beacon' e-mail system.  
*Members who do not have internet access are asked to nominate a 'buddy' to keep them up to date.*
- Complete details of all activities and events are available from genre advocates at formal Culture Live planning meetings.
- Events other than those taking place in members' homes, St Cuthbert's or other approved U3A meeting places are regarded as **social activities organised by and between members** - and thus completely separate from Preston & District U3A.  
*Accordingly, all members and participants must be aware that Preston & District U3A will have no financial involvement in - or other liability for - any of the Culture Live groups' social activities.*

If a 'MAJOR EVENT' (involving travel and accommodation) interests you, please be aware that:

- We normally choose 'budget' seating areas in the venues we attend; this may involve stairs or sitting 'in the Gods'.  
*If you prefer higher priced seating, please tell the event organiser at the time of indicating your interest in the event.*
- Culture Live travel and accommodation is **not** booked at a fixed price via a travel agency, so these costs invariably increase as the event date comes closer. Currency exchange rates can change daily.
- By default, we reserve accommodation in budget hotels where lowest prices mean non-refundable payment in advance.  
*If you prefer a luxury hotel or the option of cancelling without loss, please tell the event organiser when indicating interest.*
- **Travel to a destination outside the UK:** Air travel is booked for a named person and it is expensive to change the name on an airline ticket. *You must ensure that the name you give to the event organiser is exactly the same as the name on your passport.* Members must ensure that they will have current passports on the date of the event together with EH1C's and health insurance valid for the period of the event. Members must ensure that their luggage complies with the airline's requirements: failure to do so will incur additional costs if luggage is too large or heavy. It is solely the member's responsibility to establish airline procedure for carriage of essential medical equipment or medicine and to make all necessary arrangements directly with the airline.
- It may not be easy to find an alternative user if you are unable to attend an event. *The member who requested and paid for event and travel tickets is solely responsible for all costs of finding an alternative user - or for bearing the cost of the loss.*
- **All event participants are responsible for providing their own insurance (e.g. travel or event cancellation) as necessary.** *Third Age Trust Insurance does not apply to or cover any aspect of members' participation in the Culture Live groups' social activities.*
- Where tickets (for an event and/or travel) are to be purchased by an event organiser, the member must ensure that the organiser is paid in full by the agreed date of purchase. The preferred means of payment is by electronic bank transfer (BACS).
- If a member wishes to make a payment by cheque this must be agreed beforehand with the event organiser. *If cheques have not cleared on the day prior to ticket purchase, at the discretion of the event organiser, that members' booking may not be made.*
- If a member chooses to pay for tickets in cash this must also be agreed beforehand with the event organiser.
- Event organisers will provide proof of purchase by e-mail to all members when the transaction is complete. If the member does not have internet access printed proof will be made available by the event organiser for collection by members.
- **Once any ticket has been purchased it belongs to the participating member.** If they are not able to use it, the member - not the event organiser or Preston & District U3A - will be responsible for selling it on or obtaining a refund. The Culture Live group leader will seek to give members assistance in this by advertising ticket availability in the Preston U3A weekly newsletter.
- If you have any queries about these arrangements, please discuss these with the group leader before acknowledging below.

## Declaration

I (name in block letters): .....

Preston U3A Membership Number: .....

accept the above terms and conditions, which apply to social activities organised between members of the Preston and District U3A 'Culture Live' interest group.

Signed: .....

Date: .....