

THE MONEY CHARITY

Adults Community and Workplace Terms & Conditions

The Money Charity is pleased to provide Financial Wellbeing workshops and webinars subject to the following T&Cs:

Workshops & Webinars

1. The Money Charity will provide the trainer and any workshop/webinar materials for the fee agreed in advance of the workshop/webinar. All materials remain the intellectual property of TMC and must not be distributed to any third party at any time or in any form without the consent of TMC.
2. Recording of a virtual workshop/webinar is possible but requires the advance consent of TMC (which will not be unreasonably withheld). If consent is given, the recording must be deleted within 14 days of the workshop/webinar and not shared outside the receiving organisation.
3. The full workshop/webinar fee must be paid at least 14 days prior to the scheduled workshop/webinar date unless otherwise agreed with TMC. Your workshop/webinar delivery slot may be offered to other clients if the fee has not been received by the date agreed.
4. Number of attendees: a maximum of 20 people for workshops (unless agreed otherwise prior to booking) and for larger groups, webinars are available (see our workshop/webinar guide for numbers and prices).
5. For face-to-face workshops, the host organisation will provide the following:
 - a. A room of an appropriate size to allow all participants to sit comfortably.
 - b. IT equipment, e.g. a projector or screen to allow PowerPoint slides to be clearly visible to all participants and a HDMI connection so that the trainer may connect their laptop to this.
 - c. Access to the room/venue up to 45 minutes prior to allow for setup.
 - d. A flipchart or whiteboard, and suitable pens.
 - e. Catering as necessary.
6. For virtual workshops/webinars, the platform for delivery will be TMC's Zoom platform (unless agreed otherwise).
7. It is the host organisation's responsibility to conduct the administration for the course, such as distributing the joining details of the session(s) to participants, ensuring that participants are fully prepared, punctual and able to meet the minimum technical requirements for virtual sessions.
8. For funded community bookings, to ensure efficient use of funding we require a minimum of 8 attendees for the session to go ahead and we will be in touch in advance to check numbers. For Safeguarding purposes we also require at least one member of staff from the community host organisation to be present for the entirety of the workshop/webinar.
9. For all other bookings, in order to ensure the smooth commencement of the workshop/webinar we require a member of staff from the host organisation to attend at the beginning of the session.
10. Each participant will be asked to complete a workshop/webinar evaluation questionnaire (available in digital form for virtual sessions).
11. TMC reserves the right to use anonymised data from the questionnaires on our website and in reports.

General

12. Workshop/webinar presentations, activities and other materials are the intellectual property of The Money Charity; they may not be used in any form without our express permission. For the avoidance of doubt, such permission will involve a licence agreement and payment of a fee.

13. For face-to-face bookings, The Money Charity will make every effort to keep travel and related expenses to a minimum. Where such expenses exceed £50, the excess will be invoiced at the end of the engagement unless otherwise agreed in writing.
14. During the period during which any services are being provided under this agreement and for twelve months following termination of such services for any reason:
- a) you will not directly or indirectly solicit, recruit or employ the services of any person engaged by The Money Charity in the performance of the services. If you are in breach of this condition (other than pursuant to the Transfer of Undertakings (Protection of Employment) Regulations 2006 or similar) you shall immediately pay to The Money Charity a sum equal to the first six months' basic salary of any individual so engaged. For the avoidance of doubt, the engagement by you of The Money Charity's personnel as a consequence of any such person responding, otherwise than at the specific request of yourselves, to a published advertisement shall not constitute a breach of this clause; and
- (b) you shall not, and shall procure that your personnel, agents and Sub-contractors and their personnel shall not contract or solicit any financial education, financial capability or financial wellbeing (or similar) training or business (other than any business which you can evidence was in place at the date of the agreement) with any The Money Charity Consultant or their businesses.

Requests to Cancel and/or Reschedule

15. Cancellation of workshops/webinars (by the host organisation or as a result of expected low attendance within community settings) will incur the following fees per workshop/webinar (unless due to exceptional circumstances):

	Over 7 calendar days' notice	Between 48 hrs – 7 calendar days' notice	Between 24 – 48 hrs notice	Less than 24 hrs notice
Paid	Nil	50% session fee		100% session fee
Community	Nil		£100	£200

16. For the avoidance of doubt, all requests to reschedule a confirmed booking will be treated as a request to cancel and rebook and the above cancellation fees will be incurred unless over 7 calendar days' notice (paid booking) or over 48hrs notice (community booking) is given.
17. At our discretion, TMC may decide to waive the fee in exceptional circumstances, or for circumstances which are deemed by TMC to be outside of the organisation's control. TMC reserves the right to cancel workshops if required. We will always aim to inform the organisation within a timely manner.