APPLICATION FOR ACADEMIC ASSOCIATE STATUS OF THE ASSOCIATION OF EVENT VENUES LTD

Notes on Completing This Form

* Please complete all sections of this form. If any assistance is required, please contact the AEV by email to alden@aev.org.uk.
* The application form should be signed and dated by an authorised officer of the establishment applying for Academic Associate status.
* Please provide a copy of your certificate of public liability insurance (minimum £5 million required)
* Please complete the form in type or BLOCK CAPITALS
1. University/Higher Education Establishment Information

|  |  |
| --- | --- |
| Establishment Name: | Tel: |
| Main Address: | Fax: |
| General Email(e.g. info@): |
| Website: |
| Company Number: |
| Postcode: | Main Contact Tel: |
| Main Contact Name: | Main Contact Email: |
| Position: | No. of Employees: |

1. Fees

Fees are paid annually; Associate status runs for a calendar year from January to December. However, on joining the initial membership invoice period will run for 12 months from the date of joining, followed by a pro-rata invoice that will be raised to align membership with the following calendar year.

The education establishment will be invoiced for the appropriate fee. The invoice relating to fees must be paid in full before the University/Higher Education Establishment is accepted as Academic Associate.

Associate Membership fee: £250 +VAT

Is a PO number required? (Please circle): YES / NO

1. Resignation

Should the higher education establishment wish to resign it undertakes to settle all outstanding fees due. The Associate understands that fees will be due in full on the first day of January in every subsequent year and that the Company will remain in membership unless either party formally terminates membership.

Academic Associates may resign at any time in writing during the year. No refund of Associate fees already paid relating to that year (or previous years) will be made by the AEV, unless the resignation is within 30 (thirty) days of the issuance of the invoice relating to the forthcoming year's Associate fees. In that case alone the AEV will refund the full year's fee paid less an amount equivalent to the pro-rata daily fee for the number of days from the beginning of the year to the date at which written notice is received at the AEV offices. If the Associate resigns in writing within 30 days of issuance of the invoice for the forthcoming year's fees without payment of fees to the AEV for the forthcoming year, then the resigning Associate will not be liable for the pro-rata fees from the start of that year to the date of receipt of written notice of resignation of the Associate.

1. Declaration

I/We, the undersigned, confirm that I/we have read, understood, and agree to abide by the conditions of AEV Academic Associate, the Code of Conduct and the Articles and Memorandums of Association of the AEV and wish to apply for AEV Academic Associate status as set out above. I/We agree to pay the fees as laid out above until such time as membership is terminated by either party, and recognise that fees may change in future years subject to the AEV Board's approval.

 **Signed:** **Date:**

 Name (in block letters): Company:

**How do AEV use my data?**

The AEV collects personal data with a view to supplying you with information about products and services that are relevant to you. We may wish to send you advertising or promotional material about products and services offered by the AEV [ ], AEO and ESSA [ ], members of the AEV [ ], AEO and ESSA [ ] or by other third party organisations [ ]. ***If you do not wish to receive such information, please tick the appropriate box***. *We strongly recommend you do not opt out of receiving information from the AEV and its sister associations as this will seriously restrict our ability to provide trade association services to you.*

**Appendix A**

Key Employees Register

AEV will send a welcome email to every person listed below, introducing them to AEV and asking them what services they would like to receive, and those they would not.

* If the same person fulfils more than one job function as listed below then please include their name next to all job functions relevant to them.
* We assume employees are at the main address listed on the application form unless stated. If not please indicate which alternative address they are based at (by number) in the final column, and complete alternative address(es) below.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Function | Job Title (please amend if not exactly correct) | Employee Name | Email Address | Direct Dial | Main or Alternative Address  |
| Event Management Faculty | Head EM lecturers |  |  |  |  |
| Marketing | Marketing Director |  |  |  |  |
| HR/Training | HR Director/Manager |  |  |  |  |

Data Protection Act

*The information supplied will be held electronically by the AEV secretariat. The AEV collects personal data with a view to supplying you with information about products and services that are relevant to you. We may wish to send you advertising or promotional material about products and services offered by the AEV [ ], other companies within the EIA group [ ], members of the AEV [ ], members of other companies within the EIA group [ ] or by other third party organisations [ ].* ***If you do not wish to receive such information, please tick the appropriate box****. We strongly recommend you do not opt out of receiving information from the AEV and EIA group of companies as this will seriously restrict our ability to provide trade association services to you.*

Please return your completed signed application form to alden@aev.org.uk or a member of the AEV team you have been communicating with.