

Being Human Festival 2023: Terms and Conditions

The School of Advanced Study, University of London (which administers Being Human Festival) will assume that any application submitted has the support of its host institution, and that any necessary safety, staffing and other institutional matters have been properly considered. In submitting the application, the organiser acknowledges that Being Human Festival activities will:

- fit with the aims and objectives of the festival;
- feature humanities research (including the involvement of a professional humanities researcher in delivering the event);
- be aimed at a non-specialist public audience;
- be free to attend (please note this includes free admission to venues that normally charge).

Acceptance of any award, and of inclusion in the festival programme, will be confirmed upon institutions (through a named individual) accepting and agreeing to the terms and conditions below.

- Organisers and institutions will ensure that all activities are covered under Public Liability Insurance via the venue or artist leading an activity. The Being Human team can offer advice on this if needed. Neither the School of Advanced Study (SAS) nor the University of London will be responsible for providing Public Liability Insurance for festival events.
- Institutions will provide the School of Advanced Study (SAS) with event information by the required deadlines and will notify SAS of any changes as soon as they arise.
- Institutions will acknowledge support in any promotional or other information in the format required. Details will be supplied in due course.
- Institutions will ensure that promotional and other information is branded in line with festival guidelines. Details will be supplied in due course.
- Organisers will be required to evaluate the success of their events using the evaluation methods specified by the festival. Details will be supplied in due course.
- Organisers of funded activities will submit an invoice to claim up to the amount awarded no later than 29 February 2024.
- Organisers will be required to adhere to all UK GDPR guidelines relating to personal data, photography or filming relating to their activities.
- All festival activities must have a named safeguarding lead and the Being Human Festival team must be informed of the named individual. Organisers will be required to adhere to their institution's, partners' and venues' safeguarding policies for all activities involving vulnerable adults, young people or children. If these organisations do not have

safeguarding policies and procedures in place, organisers will be required to adhere to the University of London's safeguarding policies and procedures.

- Organisers will be required to complete a risk assessment for all activities in advance of the festival dates, using their own institutions' template and guidance. If any institution does not have a template, organisers must contact the Being Human team for guidance on completing a risk assessment.
- Organisers must follow their institution's ethics review policies and procedures relating to all festival activities.
- Organisers must follow their institution's due diligence policies in relation to all partners.
- If events are cancelled or postponed for any reason, Being Human Festival will, where possible, work with organisers to reschedule events within the festival's funding timelines. Events may have to be adapted, and if cancelled or postponed, Being Human Festival may not be able to provide all agreed funding.
- Organisers must adhere to, and sign, the Being Human Festival Good Practice Agreement
- Organisers must adhere to the [Being Human Festival Code of Conduct](#)

Failure to comply with the terms and conditions above may result in the partial or complete withdrawal of funding and/or exclusion from the festival programme.