

## **Terms and Conditions of Write On Comedy Associate Membership**

Please find our terms and conditions below with regard to your membership of Write On Comedy. If you have any questions please contact the Write On Comedy Head Office and we'll be happy to help

### **Joining Write On Comedy**

1. There are several different kinds of membership for you to choose from. Please compare them in order to choose the most appropriate membership type for you.
2. Once you've completed the membership application and full payment has been made online, your membership will activate automatically. We aim to process any pending membership payments (e.g. bank transfers, cheques) within 2 working days of receipt (excluding bank holidays and during the annual conference when Head Office is closed). New institutional memberships will automatically be added to those listed on the Write On Comedy website from the date the membership starts.
3. Once your membership has been activated you'll receive an email detailing your membership information and how to access the membership benefits. Your membership is for a 12 month period from the date you join.
4. For Student membership applications you are required to provide proof that you are a full time student, to verify you qualify for this membership type. This membership type will be activated once this has been reviewed and accepted.
5. You are not permitted to use your membership of Write On Comedy to suggest any form of accreditation, or indicator of quality or status for you or your organisation. Members are also not permitted to use the Write On Comedy logo in a personal, professional or institutional capacity.
6. If you are processing a membership on behalf of another person, it is your responsibility to ensure that the person is aware you are doing this on their behalf, and is also aware of these terms and conditions of membership, and understands and accepts them.

### **Write On Comedy code of conduct and policies**

7. In order to maintain a positive and inclusive association, members of Write On Comedy must abide by the association's code of conduct and other policies and statements. These consist of our Publishing Policy, Social Media Policy, Privacy Policy, as well as our Mission, Goals and Practices, Memorandum and Articles of Association. All of this information can be found under 'Key Documents' on the Write On Comedy website.
8. In the event of a breach of the code of conduct, or an association policy, the association's Complaints Procedure will be followed.
9. A serious breach of the terms and conditions of Write On Comedy membership, as defined by Write On Comedy, may result in immediate cancellation of your membership without refund of membership fees.

### **Benefits**

10. Some of the benefits of joining Write On Comedy include discounts on events and the annual book festival, as well as the ability to apply to speak at the annual book festival.

### **Additional terms and conditions**

specific to these activities may be applicable, but will be highlighted at the point of engaging with those services.

### **Your personal information, contacting you and your preferences**

11. As explained in our Privacy Policy, we collect, store and share your personal information carefully in order to fulfil the services we offer to you, our members.

12. We ask members to treat other members' personal information with the same care.

13. If you submit a script or book to us some of your personal information will be shared with the publisher in order to fulfil your order. Your information will not be used by the publisher for any other purpose.

14. As part of your Write On Comedy membership we will contact you regarding key information such as elections, calls for volunteers and publications from Write On Comedy and your renewal. We are required to contact members about these specific things in order to service your membership. By taking out a membership you will be contacted in respect of these areas and cannot opt out of these communications.

15. You can choose to receive additional news and updates from Write On Comedy, when you take out or renew your membership. You can update your preferences at any time, via 'My Dashboard', to reflect what communications (excluding key communications identified in point 14) you would like to receive from us and any 3rd parties.

### **Liability**

16. Write On Comedy liability to its members will not extend to any membership related benefits, goods or services provided by an external provider. Write On Comedy specifically excludes liability for any loss or damage suffered by a member as a result of their involvement in whatever matter with an external provider.

17. Reasonable effort is made to ensure the accuracy of information provided on our websites, in publications and in mailings. However neither Write On Comedy, nor the authors, can accept liability for errors and omissions.

18. Write On Comedy website may contain links to other websites. In doing so we accept no responsibility or liability for information or content provided on such websites.

19. Even if data encryption is used, the security of information transmitted via the internet cannot be guaranteed. Any losses incurred or sustained by users who transmit information by electronic means shall be borne solely and exclusively by the user and in no event shall any such losses in whole or in part be borne by Write On Comedy.

### **Changing or cancelling your membership**

20. You can change your membership type when you renew each year to select the most appropriate membership type to you, and to which you qualify. You cannot, however, change your membership type during your current membership year.

21. First time members have a right to cancel their membership for a short time after joining, known as a 'cooling off period'. This is valid for 14 days from the date you join. You'll only be allowed to cancel if you haven't accessed or made use of any of the services and offers which are available to Write On Comedy members. A formal request must be received by Write On Comedy Head Office by email, directly from the person named on the membership, and you should also return your membership card.

22. A member of Write On Comedy can cancel their membership at any time by contacting Write On Comedy Head Office. Outside of the initial cooling off period, refund of membership fees is not possible. All member benefits and rights cease with effect from the date on which their resignation is received by Write On Comedy Head Office.

### **Governing law and jurisdiction**

23. These terms and conditions are governed by English law. You hereby irrevocably submit to the exclusive jurisdiction of the English courts notwithstanding the jurisdiction where you are based.