



Bedfordshire Beekeepers Association Essential Information for Requested Visit

We are delighted that you have requested a visit from a beekeeper to give a talk about bees and beekeeping. So that we can properly assess and address your requirements, please fill in, sign and return this form by email or by post (see overleaf). We will then aim to find association members who can support your visit. Please also note the terms and conditions listed overleaf.

Name and address of organisation:	
Organiser's name:	
Contact email and telephone number:	
Preferred date and time of visit (please give alternatives if appropriate)	
Brief description of event format <ul style="list-style-type: none"> • Expected talk duration: • How many sessions (repeated talks): • Approx number of participants per session: • Age range of participants (if children): • Other information: 	
List any particular demonstration, activity or information preferred e.g. life-cycle, curriculum relevance: <i>(will try to include if possible/appropriate)</i>	
The beekeeper may be able to bring some of the following. Please confirm which are/are not acceptable: <ul style="list-style-type: none"> • Honey in jars/comb for tasting (sticky!): • Childrens beesuits for dressing up: • Beekeeping equipment for demonstration (straw skep, hive parts, bee suit, smoker....): <i>(It is not always possible to bring all of these)</i>	
What presentation equipment is available on site (laptop, projector, screen)? Is internet access available?	
Any other relevant information	



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Terms and Conditions:

1. At least one teacher/leader shall always be present so that the beekeeper is never left alone with children/vulnerable adults (the beekeeper may not have been DBS checked).
2. The supervision and management of those attending the event is the responsibility of the organiser.
3. Assessment and mitigation of risk for this visit is the responsibility of the organiser; the beekeeper may be able to provide input on issues related to their visit.
4. Honey tasting may not be appropriate for some attendees due to its high sugar content (e.g. some diabetics); the organiser should identify and manage affected persons.
5. The role of Bedfordshire Beekeepers Association is to put association volunteer members in touch with the visit organiser; details and arrangements are to be agreed directly between the association volunteer(s) and the organiser.
6. Beekeeping members of Bedfordshire Beekeepers Association are covered by the association's public liability insurance; a copy of the insurance certificate can be provided on request.
7. Use/provision of support equipment (laptop, projector, screen, cables, etc) is to be agreed between the organiser and the beekeeper.
8. The attending beekeeper(s) are doing so on a voluntary basis and are not paid by the association for their services; the beekeeper(s) may request contribution to expenses.

Submitted by: Name:

Signature:

Date:

Please scan and return this form by email to the sender.