



Charity Tax Group

## Event Booking Terms and Conditions

This defines the terms and conditions on which we enable you to make a booking for a place on any of our courses, conferences or seminars ('Events'). Please read these terms and conditions carefully before booking any of our Events. You should understand that by booking any of our Events, you agree to be bound by these terms and conditions. Please understand that if you refuse to accept these terms and conditions, you will not be able to book any of our Events.

### 1. PRICE AND PAYMENT

The price of any of our Events are as advertised. Prices listed are exclusive of VAT at the prevailing rate unless otherwise stated. Prices are liable to change at any time, but changes will not affect bookings in respect of which we have already sent you a Booking Confirmation, except in cases of obvious error. Payment will be made at the time of booking.

### 2. CONFIRMATION OF BOOKING

After making a booking you will receive an e-mail from us with your Booking Confirmation. The contract between us ('Contract') will only be formed when we send you the Booking Confirmation and receive full payment. Should there be a limited number of places at each Event these will be allocated in order of receipt of bookings.

### 3. JOINING INSTRUCTIONS

You will receive joining instructions confirming timings and venues once your booking has been processed. If you have not received this one week prior to the event, please contact us. Prior to contacting us, please ensure you have checked your email inbox as well as your 'other', spam, and junk mail folders, just in case the joining instructions have been sent to these inboxes by your email client.

### 4. COURSE/EVENT CONTENT

We reserve the right to make changes to the published programme of an Event (but not the overall content), for example to timings and/or speakers if one of the advertised speakers is unable to attend. In such cases, you will not be entitled to a refund if you cancel your place.

### 5. COURSE/EVENT VENUE

Our Events are held at a number of external venues throughout the UK. You acknowledge that we may have to change the published venue for the event for reasons beyond our control and in such cases, you will not be entitled to cancel unless the change in venue represents a significant disadvantage to you. You are liable for any loss or damage which you may cause to the premises of the external venue and agree to adhere to all housekeeping rules, procedures and policies (including policies as to behaviour and conduct) that may be in place at any venue from time to time. If you

have a disability or medical condition that requires special arrangements to be made, or specific dietary requirements, please notify us of your requirements when making your booking.

#### 6. OUR CANCELLATION AND REFUND POLICY

No refunds will be made for cancellations. Substitutions received in writing can be made at any time prior to the Event provided that the substitute attendee meets any applicable eligibility criteria for the relevant Event. The Charity Tax Group reserves the right at any time and without prior warning to change the venue of the Event and/or Speakers/Chairperson from those described in the programme. We also reserve the right in our absolute discretion, to cancel your booking where we need to do so due to circumstances outside of our control (including, but not limited to, situations where sufficient numbers have not booked for the Event or the speakers are unavailable or cancel the Event or if you are more than 30 days in arrears with any payment due to us, or if it may prejudice our reputation). We shall have no liability for losses or costs which you may incur due to such cancellation but we shall refund your booking payment (in full as soon as possible) or offer you an alternative Event if one is available. You have the choice of accepting the refund, a credit note, or attending the alternative Event.

#### 7. RIGHTS IN MATERIALS

All copyright and other rights (including all intellectual property rights) in materials provided to you during or for the purposes of any of our Events (including, without limitation, course notes, slides, brochures, articles or case studies) are the property of The Charity Tax Group or of our speakers. You are not entitled to copy such materials (except as permitted by law) nor are you entitled to use or authorise others to use such materials for any commercial purposes.

#### 8. OUR LIABILITY

Event attendees shall be required to keep their personal belongings with them at all times and we accept no liability for damage to, or loss of, personal belongings. We do not accept any responsibility for any loss (including, without limitation, theft) of any property occasioned at our event venues save for any damage caused by our negligence in which circumstances our liability shall be limited to the amount of our insurance for such losses. Any information provided during the course of an Event is for general information purposes only and does not constitute specific advice and may not be relied upon as such. We will not be responsible to you or any third party for any business loss (including loss of revenue, profits, contracts, anticipated savings, wasted expenditure, data or goodwill) or any other loss or damage which does not result directly from our actions. Nothing in these Event Booking Terms and Conditions excludes our liability to you for personal injury or death caused by our negligence.

#### 9. EVENTS OUTSIDE OUR CONTROL

We shall not be liable for the delay or cancellation of an event, if the delay or cancellation is caused by circumstances or events outside our reasonable control. A Force Majeure Event includes any act, event, non-happening, omission or accident beyond our reasonable control and includes (without limitation) the following:

- Strikes, or industrial action;
- Riot, terrorist attack or threat of terrorist attack, war;
- Fire, explosion, storm, flood, earthquake, subsidence, epidemic or other natural disaster;

- Impossibility of the use of railways, shipping, aircraft, motor transport or other means of public or private transport;
- Impossibility of the use of public or private telecommunications networks; and
- The acts, legislation, regulations or restrictions of any government.

Our performance under any Contract is deemed to be suspended for the period that the Force Majeure Event continues. We will use our reasonable endeavours to bring the Force Majeure Event to a close or to find a solution by which our obligations under the Contract may be performed despite the Force Majeure Event.

#### 10. WRITTEN COMMUNICATIONS

We will contact you by e-mail. For contractual purposes, you agree to this electronic means of communication and you acknowledge that all contracts, notices, information, and other communications that we provide to you electronically comply with any legal requirement that such communications be in writing. This condition does not affect your statutory rights.

#### 11. PRIVACY

Our Privacy Policy [Privacy - Charity Tax Group](#) explains how we will use the information which you have provided to us.

#### 12. OUR RIGHT TO VARY THESE TERMS AND CONDITIONS

We have the right to revise and amend these terms and conditions from time to time to reflect changes in technology, changes in payment methods, changes in relevant laws and regulatory requirements and changes in our systems capabilities.