



TRAINING BOOKING TERMS AND CONDITIONS

Orders and acceptance

The attendee and the organisation they represent is deemed to accept these terms upon enrolling for a training course and is responsible for ensuring the accuracy of all details submitted.

The booking form incorporates these terms and conditions.

Fees

The price for a training event is per delegate and includes all tuition fees, use of equipment and all materials supplied. These fees are covered by the Board. Refreshments, hotel and travel expenses will be provided where applicable.

Reservations

Upon receipt of a completed booking form the Board will confirm availability of the requested course and a booking acknowledgement will be issued. Bookings are not confirmed until a booking acknowledgement has been issued.

Venue

The Board reserves the right to run courses at a different venue to the one specified when necessary. If this is the case, we will inform the attendee as soon as possible and provide information about the revised venue.

Cancellation Fees

The Board reserves the right to cancel, postpone or otherwise alter the content or date of a training event without notice.

In the event of cancellation by an attendee or the organisation they represent, cancellation fees will apply as follows.

- Cancelling an order **over 7 working days** before the event will not incur any cancellation fees.
- Cancelling an order **within 7 working days** before the event will incur cancellation fees for the full cost of the hotel room or other costs that may have been incurred on behalf of the attendee (such travel or the course cost where the Board is not entitled to any refund).
- In the event that a delegate **fails to attend** a course without giving notice, they or their organisation will be liable for any costs that may have been incurred on your behalf plus a cancellation fee of **£50**.

Substitutions

Substitute delegates will be accepted, subject to prior notification to the Board. Where possible we ask the attendee, or the organisation they represent, to inform the Board of the attendee's name at least 3 working days before the date of the course. Please note that charges may be levied if additional costs are incurred by the Board due to the change of delegate.

Personal belongings

Personal belongings and items belonging to or in the possession of the delegate brought into the venue are the sole responsibility of the delegate and the Board accepts no responsibility for such items. Attendees using the car parking facilities at the venue do so entirely at their own risk and the Board accepts no responsibility for damage, accident or loss resulting from such use.

Course content

Any opinions expressed by speakers at any event are their own and not necessarily those of the Board.

By returning the booking form attendees and the organisation they represent acknowledge that all rights in the content of events and materials shall be owned by MNWB (or the consultant responsible for developing the event and materials) and that in attending an event delegates will not obtain any rights whatsoever in relation to such content or materials. The delegate and its organisation agrees not to reproduce, sell, hire or copy materials (in whole or part) and not to use such materials except for the purpose of post event reference. Failure to adhere to these terms may represent a breach of copyright.

Data protection

Details of the parent organisation and delegate will be added to the Board's database to process your booking and keep you up to date with services we offer. All data is processed in accordance with our [privacy policy](#).

Additional Requirements

If you have any additional requirements due to a disability or any other reason, please notify the Board to discuss requirements.