

Terms of Business

These Terms of Business constitute a legally binding agreement. Please read them carefully and sign the event booking form only if you agree to them.

1. In these conditions "event" shall mean any event prepared by or run by "The Boardroom Assessment Centre Ltd". "CLIENT" shall mean the persons or Company to whom "The Boardroom Assessment Centre Ltd" sells the "event".
2. Expected and agreed fees for any event are payable by cheque with the booking form. We regret that we cannot reserve a place at any event until we receive a completed booking form and payment in full.
3. Notice of cancellation or change of date must be in writing and becomes effective only from the date of The Boardroom Assessment Centre Ltd's receipt of such notice in writing.
4. If The Boardroom Assessment Centre receives such notice more than 42 days before the start of an event there is no cancellation fee.
5. If The Boardroom Assessment Centre receives notice of cancellation between 28 and 42 days before the start of the event 50% of the event fee is payable.
6. If The Boardroom Assessment Centre receives notice of cancellation less than 28 days before the start of an event the full event fee is payable.
7. The Boardroom Assessment Centre reserves the right to cancel any event in the event of illness, non-availability of any venue, national emergency, war or any cause outside its direct control. In such case The Boardroom Assessment Centre shall give the client as much notice as may be reasonably possible and all monies which have been paid in advance for the course shall be repaid by The Boardroom Assessment Centre.
8. The Boardroom Assessment Centre will retain the ownership of and sole rights to the copyright in any material produced for the purpose of the event. No part of such material may be reproduced or transmitted in any form by any means including photocopying and recording without written permission from The Boardroom Assessment Centre. Such written permission shall also be obtained before any part of the event material is stored on a retrieval system of any nature.
9. The Boardroom Assessment Centre undertakes to use all reasonable endeavours to produce events as specified but reserves the right to vary, alter or modify any events without prior notice if deemed necessary, and also to change facilitator if circumstances make this essential.
10. The Boardroom Assessment Centre's liability shall be limited to that amount paid by the client in respect of any event.