

Terms and Conditions of Booking:



Payment:

Payment is required prior to the course together with the Booking Form to guarantee your place. In order to obtain the best from each group, course minimum numbers apply. Please make cheques payable to: Hawksmoor Training Centre.

Cancellations:

Each course is attended by renowned lecturers and in consideration of their fees and other expenses such as catering, collation of relevant paperwork for each delegate and preparation of certification, the following conditions to cancellation **MUST** apply without exception:

- Should Hawksmoor cancel any course due to unforeseen circumstances, delegates already booked onto the course will be given the choice of an alternative date;
- Cancellation more than 28 days in advance will be eligible for a full refund;
- Cancellations less than 28 days or more than 7 days in advance will be eligible for a 50% refund;
- Cancellations 7 days or less before the course date **will not be** eligible for a refund.

Health and safety:

Fire: You will be advised at the start of the course of our comprehensive fire safety procedure;

Smoking: We operate a **NO SMOKING** policy in conjunction with current law;

Tetanus: All delegates must ensure that they have a valid tetanus immunisation;

Accidents: Whilst every safeguard is assured, Hawksmoor Training Centre cannot be held responsible for any injuries during course attendance.

General information:

Recording equipment: The use of any audio/visual recording equipment is strictly prohibited at all times;

Mobile phones: Mobile phones are to be **switched off** during lectures;

Animals: Hawksmoor Training Centre is committed to the well-being of animals and as such we request that delegates **do not bring their dogs** and leave them in the car for the duration of the course.

Car Park & Driveway: Cars are parked at the Owners risk. The driveway is used at the Owners risk. Hawksmoor have 'access only' to the premises. Hawksmoor cannot be held responsible for any damage to vehicles.

Course Time: End of course time may extend due to delegate interaction.

Copyright:

All written material and course content is copyright of Sue Hawkins. No copying of course information is authorised. Any infringement of the copyright will be dealt with in accordance with current legislation.

Disclaimer:

Hawksmoor training courses are continuously being updated therefore it is the responsibility of each delegate to ensure correct interpretation of course content. Whilst every safeguard is assured, the Hawksmoor syllabus is subject to change without prior notice due to unforeseen circumstances.

I have read and agree to the above Terms and Conditions

Signed Print name in full Date