

Treework Environmental Practice - Events Terms & Conditions

Programme Dates and Venues

These terms and conditions refer to events provided by Treework Environmental Practice (hereinafter referred to as 'Treework'), which include training courses, workshops, seminars and conferences; hereinafter such events are referred to as course/s. Treework reserves the right to alter or cancel published dates and change venues without liability. In the event of a cancellation by Treework where an alternative venue cannot be provided, monies received in respect of that course will be refunded in full.

Reservations

Reservations for all courses must be made via the Treework Seminars booking site

www.treeworks-seminars.co.uk

In order for BACS bookings to be held, we need to receive either a PO or a confirmation email within one week of booking. These should be sent to seminars@treeworks.co.uk

Course details

Once booking is confirmed, delegates will receive a confirmation email and invoice. These terms and conditions are available on the Treework Seminars website. Treework reserves the right to alter the programme and change the speakers without prior notice.

Fees

Each course fee (depending on type and duration) typically includes beverages and lunch at scheduled times throughout the day and full course documentation. These will vary according to venue and programme.

Delegate Substitution

If the originally named delegate wants to make a substitution, it will be necessary to make this arrangement by emailing seminars@treeworks.co.uk

Substitutions can be made up to one month prior to date of event with no penalty. Substitutions made after this date will incur an administrative fee of £10.00 (ex VAT).

Payment

Payment can only be made by credit/debit card or BACS via the booking site.

When payment is made by BACS, Treework Environmental Practice is unable to grant extended credit and therefore must request that full payment be made within 30 days from the date of invoice.

Cancellations

If it is necessary to cancel a place on a Treework seminar, please email seminars@treeworks.co.uk and we will be happy to help you.

The following cancellation charges apply:

45+ days before a course = £50.00 administration fee

30 - 44 days before a course = 50% of the course fee

0 - 29 days before a course = 100% of the course fee

Cancellation of an event due to external circumstances

Course fees will be reimbursed if Treework cancels a course. In the event that a course is cancelled due to terrorist threat or incident, adverse weather, a breakdown in national or local transportation services, pandemic or similar circumstances involving national infrastructure or generalised freedom of movement, course fees will not be reimbursable.

Social Media, Video and Photography

Delegates may only use speaker/seminar material if they have sought and been granted permission.

Public Liability

Responsibility for Public Liability lies with the venue provider.