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TERMS & CONDITIONS

Terms and Conditions of Business for the supply of training by Alwyn Richards Temporary Works Design, (hereinafter called ARTWD) are deemed to be accepted by the Client by virtue of a booking or engagement of the services of ARTWD.

The Client accepts responsibility under the various provisions in that behalf contained in the Health and Safety at Work Act, 1974 and will ensure that all personnel attending courses (hereinafter termed the 'Delegates') will not contravene any 'duty' or instruction imposed by law.

Where instructors supplied by ARTWD operate on the Client's premises or under the Client's control, it is the Client's responsibility to ensure that they are protected by adequate insurance against employer's liability and third party risks arising during or related to the supply of training requirements of the Client.

We reserve the right to refuse admission to, or to expel Delegates without liability if in our absolute discretion their behaviour is inconsistent with our reputation or the management of the Course.

Each Delegate must inform us in writing of any medical condition which may affect them or others (e.g. epilepsy, diabetes). We will keep such information in confidence. In addition for courses which involve physical activity, it is the responsibility of each Delegate to take appropriate medical advice to ensure that they are fit to take part.

All fees are payable in Sterling (unless otherwise specified) upon receipt of Invoice. No training will be provided unless payment in full including VAT has been received by ARTWD. All payments are to be made within seven days of Invoice. A Delegate's place on the course is not guaranteed until full payment has been received by ARTWD.

If, for reasons beyond reasonable control of ARTWD, it becomes necessary to cancel a training course, ARTWD reserve the right to do so. In these circumstances clients will receive a full refund, including VAT, of any payments made.

ARTWD accepts no liability for loss except where caused by its own negligence. Such loss shall be limited to the contract value and ARTWD will not be liable for any further or consequential loss however caused.

Where a firm booking is subsequently cancelled, ARTWD reserves the right to apply the following charges: if the cancellation is made up to 14 days before the course start date, 20% of the course fee; 14 days or less before the course start date, 50% of the fee; 7 days or less before the course start date, the full fee. Cancellations will only be accepted in writing. The date ARTWD receives the cancellation will be regarded as the date the cancellation has been made and appropriate charges may be applied. However, substitutions may be made at any time prior to the course start date.