

## In-house Events

### Terms and Conditions

#### *Bookings*

SkillzFirst will provide organisations with written details of requested in-house CPD training sessions. Bookings will be confirmed by SkillzFirst upon receipt of completed 'Information Sheet' and acceptance of T&Cs.

*Return of the 'Information Sheet' to SkillzFirst will be taken as confirmation terms & conditions have been accepted*

#### *Payment Instructions*

Upon receipt of the 'Information Sheet' an invoice for the full amount will be issued by SkillzFirst with payment due within 7 days from date of invoice. Training will not go ahead unless full payment has been received.

#### *Cancellation*

In the event that the organisation cancels any booking, they will be liable to pay the following charges of the total booking value:-

<b>Notice Period</b>	<b>Cancellation Charge</b>
More than 21 days before	25%
Between 21 – 14 days	50%
Between 13 – 7 days	75%
Less than 7 days	100%

*(Amendments to date/time will be at the discretion of SkillzFirst)*

SkillzFirst may cancel any booking serving 28 days' notice in writing to the organisation. SkillzFirst shall not incur any liability to the organisation or be required to pay compensation for any loss sustained as a result of the cancellation, other than for the return of all monies paid. SkillzFirst also reserves the right to cancel any booking without notice due to reasons beyond its control.

#### *Changes to Terms and Conditions*

SkillzFirst reserves the right to make changes to these terms and conditions and notice will be given to the organisation as far in advance as possible.