

The Wandsworth Group Limited CPD Booking Terms

The Wandsworth Group Limited, hereafter referred to as the 'provider', provide a number of Continuous Professional Development Seminars and learning opportunities to all professional bodies within the Building and Construction Industry upon request. This service is, generally, provided free of charge to those wishing to book a CPD seminar, factory visit or similar. However, to protect ourselves against the loss of, or unnecessary and wasted, expenditure, it is a requirement of the booking that certain basic conditions are agreed by the Company requesting the CPD content, hereafter referred to as the 'host'. These conditions are as follows:

1. All confirmed bookings are deemed to be firm appointments. Any cancellations or postponements must be notified by the 'host' in reasonable time to avoid unnecessary costs and commitment of valuable resource by the 'provider'.
2. Once a booking has been agreed, it is the responsibility of the 'host' to promote and advertise the event and the content to its employees and/or representatives and associates internally and externally in good time to maximise attendance on the event day. The 'provider' will assist only by providing an outline description of the CPD content and, if requested, copies of any trade literature that is relevant to such content. Full CPD content, for future referral, will only be provided at the 'providers' discretion, to the 'host' in PDF format after the event has taken place and upon request.
3. All bookings are made on the understanding that the minimum attendance numbers for any single event will be 5 (five) delegates. Should attendance expectations fall below this number, with the exception of clause 7, it is the responsibility of the 'host' to contact the 'provider' immediately with a view to either cancelling or postponing the event or ensuring that the 'provider' is able to continue with the event based on reduced attendance.
4. Once a booking is confirmed, it is the responsibility of the 'host' to ensure that the provider is notified in sufficient time of any cancellations, postponements or changes to the event such as attendance levels, venue or timings. Failure to notify the 'provider' in good time of any changes that incur the provider is additional and unnecessary expenditure, for example an abortive journey, may result in the 'host' being invoiced for such costs and in such event the 'host' agrees to reimburse such costs.
5. As a gesture of goodwill, the 'provider' will reimburse, in full and up to a maximum of £6-00 (six pounds GBP) per event attendee only, the cost of a buffet style lunch. This is to be arranged for by the 'host' through their own chosen local catering company and then invoiced either by the caterer or the 'host' direct to The Wandsworth Group Limited for full reimbursement. The 'provider' will not make catering arrangements on behalf of the 'host' under any circumstances. The chosen caterer assumes full responsibility for ensuring the quality of food provided. Non-receipted items or catering that is not properly invoiced will not be reimbursed under any circumstances. Where attendance falls significantly on the day of the event and too late to amend the catering requirement the 'provider' is at liberty to make a reduction in settlement on a pro-rata basis at their own discretion.
6. Set up and commencement times are given in good faith and are based on anticipated journey times, suitable facilities being provided i.e. seminar room or area, adequate power points, suitable wall or screen to project or display the presentation onto, adequate parking facilities within a reasonable distance from the venue etc. No responsibility will be taken by the 'provider' for late arrival or cancellation for reasons outside of their control.
7. Due to logistics, some events may require up front costs, such as air or rail travel and overnight accommodation for the presenter, to be paid by the 'provider' in advance of the event. The need for such advance arrangements, not the actual costs, will be indicated on the booking confirmation correspondence. Where such costs have then been incurred against an agreed booking, the host is then fully obliged to ensure that the event proceeds with the minimum number of attendees. Cancellation or postponement of an event, by the 'host', that has incurred up front costs will entitle the 'provider' to claim back such costs in full and the 'host' will be invoiced accordingly.
8. CPD Certificates of Attendance will only be issued to those individuals who attended the seminar in full. If an attendee name is not submitted via an individual feedback form, provided after each event, or on an attendance list provided by the 'host', a certificate of attendance will not be issued. No responsibility is accepted by the 'provider' for names that are incorrectly spelt on certificates as a result of illegible feedback form or attendance submissions and certificates will not be re-issued in such cases.
9. CPD content is provided in good faith and as guidance to professionals only. Content is as accurate as the 'provider' can be reasonably expected to offer. No liability whatsoever will be taken by the 'provider' for information that has become outdated due to changes in legislation, standards or professional practice that have not yet become apparent to the 'provider'.
10. Unless the 'host' raises written objection to any of the above clauses within 5 days from the booking being confirmed, accompanied by these terms, during which time the booking may be cancelled or alternative terms agreed in writing, these terms are deemed to have been accepted in full by the 'host'