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| **YOUR NAME:** **ORGANISATION NAME:****PHONE NUMBER:****EMAIL (to which our invoice should be sent):** | **TRAINING COURSE:** Making Groups Work**DATE OF TRAINING:** Wednesday, 15th June 2022 10.30am to 4.30pm**LOCATION OF TRAINING:** Cockpit Arts, Cockpit Yard, Northington Street, WC1N 2NP**PURCHASE ORDER No. (if required):** |
| I would like to book places for the following people on the training course named above:  |
| **FIRST NAME** | **SURNAME** | **Email address** |
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Signed \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (electronic signature permitted) Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Please email this completed order form to** **enquiries@bemagnificent.uk** ***or post to***Be Magnificent CIC, 48 Foord Street**,** Rochester, Kent ME1 2BX

Once we receive this form we will send you a booking confirmation email and an invoice

**Please read our terms and conditions below**

**TERMS & CONDITIONS FOR EVENTS/COURSES**

**Jurisdiction**
These Terms & Conditions of contract apply to any bookings made or for any course or event offered by Be Magnificent CIC.

**Acceptance**
These Terms & Conditions of contract are confirmed and accepted by the client/delegate once they have received this document, course confirmation email.

**Course Bookings**
When booking courses or events, client purchase order (PO) numbers must be quoted on the Be Magnificent CIC Course Booking Form if the client requires a PO number for accounting purposes.

**Cancellation and Transfer of Bookings**
Where clients cancel bookings with less than 7 days’ notice, the course fee is payable in full. If you have made a booking within 7 days from the course start date you will not be eligible for any refunds or exchange. Substitution of a nominated delegate can be made free of charge up to 24 hours prior to the event taking place. Be Magnificent CIC will endeavour to run all advertised and programmed events. However due to unforeseen circumstances it may be necessary to reschedule or cancel a particular event. In such cases Be Magnificent CIC will not accept any consequential liability irrespective of notice given. Be Magnificent CIC reserves the right to cancel an event or course if under subscribed. In the event of an event or course being undersubscribed, Be Magnificent CIC will inform any registered attendees at least 5 days prior to the event taking place. Should an event or course be cancelled for any reason, Be Magnificent CIC will accept no responsibility or liability for any pre-paid travel or accommodation fees for attending delegates. Any payments made for a course/event cancelled by Be Magnificent CIC will be refunded or can be used to prioritise places on the next available course/event.

**COVID restrictions**
In the event that the Government amends its guidance/rules on face-to-face gatherings, Be Magnificent CIC reserves the right to switch to online provision of all training courses.

**Indemnity**
The client shall indemnify and hold harmless Be Magnificent CIC for any claim resulting from injury to persons and damage to third party property except as a direct result of the negligence of Be Magnificent CIC or its employees. Be Magnificent CIC shall not be liable for any financial, economic or consequential losses of any kind that may be incurred by the client either directly or indirectly in the performance of the contract.

**Payment**
All course fees will be payable within 7 days of receiving our invoice. If bookings are made less than one week before the event/course is due to take place then payment must be immediate. Payment can be made through:

* Cheque payable to ‘Be Magnificent CIC’
* Payment by bank transfer or BACS

Bank Name: Starling Bank Sort Code: 60-83-71

Account number: 60329120 Account name: Be Magnificent CIC
SWIFT: SRLGGB2L IBAN: GB35SRLG60837160329120
Please quote your account and invoice numbers when making payment by bank transfer

**Copyright**
All intellectual property rights for all course materials and content shall remain the property of Be Magnificent CIC. The client agrees not to reproduce, disseminate, sell, hire, lend, or copy the course materials or content or use them except for the purpose of personal reference. Be Magnificent CIC warrants that it will not knowingly include any copyright material in its course materials without licence, consent, or attribution.

**By submitting this booking form you confirm that you are authorised to place this order and agree to and accept Be Magnificent CIC’s Terms & Conditions.**