



Booking Terms and Conditions

Events

Ordinary Events

Cancellations made less than 3 working days prior to the event start date will be charged in full.

Special Events

Cancellations made less than 10 working days prior to the event start date will be charged in full.

NB Special Events includes, but is not limited to, the following:

Annual Dinner

Awards Dinner

Business Week Stands

Platinum Events

Training Courses

First Aid Training courses:

The following charges will apply to booking cancellations:

More than 2 weeks' notice from course start date: No charge

1 -2 weeks' notice from course start date: 75% of course fee

Less than 7 days' notice from course start date: 100% of course fee

Business Boost Training Courses:

Cancellations made less than 3 working days prior to workshop start date will be charged in full.

International Trade Training Courses:

The following charges will apply to booking cancellations:

More than 2 weeks' notice from course start date: No charge

1 -2 weeks' notice from course start date: 75% of course fee

Less than 7 days' notice from course start date: 100% of course fee.