

DBA Events and Training Courses

Terms and Conditions

Definitions

'DBA'	means the Design Business Association.
'Delegate'	means any individual, firm or company, which makes the booking with the DBA.
'Event'	means the relevant DBA training course or DBA event that the delegate is booking.

1. Allocation

Event places for Delegates are allocated on a first-come first-served basis.

2. Booking

- 2.1 Places can only be confirmed when the DBA receives a completed booking form along with full payment of the Event fee. Once payment has been received a confirmation of booking will be issued.
- 2.2 The DBA reserves the right to reject a booking application at its complete discretion.
- 2.3 Prices may be subject to change at any time prior to confirmation of booking.
- 2.4 A contract will be formed upon the acceptance by the DBA of a booking form.

3. Payment

- 3.1 Payment is only accepted by credit/debit card or cheque [made payable to 'Design Business Association'] and must be received in full in advance of the Event date.
- 3.2 Once a booking has been confirmed, the DBA are unable to provide refunds in any circumstances save where the Event is cancelled in which case either a full refund will be made or the booking will be transferred to an alternative Event.
- 3.3 If an Event is rescheduled by the DBA and a Delegate is unable to attend then the booking may be transferred to an alternative Event of equal value.

4. Substitutions

- 4.1 Should a Delegate be unable to attend the Event, a colleague can be sent in his place. If the delegate or colleague does not attend for any reason then a copy of all notes and papers handed out at the Event will be sent to the delegate. The course fee is non-refundable in any circumstances.
- 4.2 The DBA reserves the right to reschedule postpone cancel modify or change any aspect or part of the Event and will endeavour to inform all delegates as soon as is practicable should this be necessary. If a speaker booked for an Event is unable to attend for any reason then the DBA reserves the right to arrange for another speaker who in the opinion of the DBA has the relevant experience.

5. Responsibility

The Delegate accepts full responsibility for the behaviour and conduct of all those present from the Delegate's party.

6. Liability

- 6.1 The DBA will not be responsible for loss or damage to personal property by theft or otherwise during the Event.
- 6.2 The DBA shall not be liable for any loss, damage, injury or expense incurred or suffered by a Delegate through attendance at the Event and which is due to circumstances outside the control of the DBA.
- 6.3 Nothing shall exclude or limit the liability of the DBA for death or personal injury arising as a result of its negligence.
- 6.4 The sole responsibility of the DBA is to ensure that an Event is conducted by person(s) with the relevant experience and the DBA accepts no responsibility or liability for the content of an Event (including all papers and materials that may be distributed to Delegates). Any opinions expressed at an Event by the speaker are those of the speaker and not the DBA.
- 6.5 To the extent permitted by law the liability of the DBA and tutor/speaker in respect of any claims arising out of the Event shall be limited to the amount of fee paid by the Delegate to attend the Event.

7. Westminster Creative Industries Support Programme ("Support Programme")

- 7.1 All Events booked must be paid for in full upon booking in accordance with these terms and conditions regardless as to whether the Delegate is at the time believed to be eligible to a refund under the Support Programme.
- 7.2 Should the Support Programme be varied or withdrawn at any point Delegates remain fully liable for the full cost of the booked programme and DBA will not be responsible for any lost funding in respect of bookings made prior to the variation or withdrawal.
- 7.3 All Events booked must be attended in full by the Delegate to be eligible for funding to be reimbursed; on completion of all booked Events and subject to 7.2 above and production of appropriate evidence of eligibility (details available upon request) 80% (or such percentage as is funded by the Support Programme and is actually received by DBA there under) of the cost of the booked Events will be reimbursed to the Delegate.