



## Terms and Conditions for Delegate Bookings

The following terms and conditions apply to Delegates that book onto events, seminars, training workshops and conferences delivered by Mondale Events.

### **1. Non attendance**

1.1 If you are unable to attend, you may send a substitute at no extra cost, provided that you notify us of the change at least 3 working days prior to the event.

1.2 If you fail to notify us of the change we reserve the right to charge for an additional place.

1.3 In the event of non attendance you will be liable for the full cost of the place.

### **2. Cancellation charges will apply**

2.1 Up until 7 working days prior to the event, no cancellation charges will apply.

2.2 Within 7 working days prior to the event, 100% of the booking cost will apply.

### **3. Payment Terms**

3.1 Payment is due upon receipt of invoice.

### **4. Photography**

4.1 Professional photography and video may be taking place at events and these images may be used on future promotional materials. Please note by attending an event, you are giving your consent for your image to be used on any promotional material.

### **5. Data Protection**

5.1 By submitting registration details, Delegates agree to allow Mondale Events and companies associated with the event to contact you as required for the organisation and administration of the event.

### **6. Events beyond our control**

6.1 If the event is cancelled due to circumstances beyond our control, the full cost of the place will be refunded.

6.2 However, Mondale Events will not be liable for any other costs incurred by delegates as a result of cancellation.

### **Contact details:**

Any questions or notifications should be directed to [info@mondale-events.co.uk](mailto:info@mondale-events.co.uk)