



BRITISH MARINE FEDERATION Training Course Booking Form

By submitting the Booking Form, the Applicant makes an offer to the BMF, the Course provider, to attend the Course, subject to the Terms and Conditions of this Booking Form and the Confirmation of Booking Letter. A legally binding agreement is created when the Confirmation of Booking Letter, accepting this offer is issued by the BMF to the Applicant.

- Please complete and post this Booking Form, together with your payment to:
Liv Whetmore, British Marine Federation, Marine House, Thorpe Lea Road, Egham, Surrey, TW20 8BF
- Reservations can be made by telephone by contacting Liv Whetmore on 01784 223631, however, these are regarded as provisional offers until this Booking Form is received with the necessary Fee.
- **Payment:** Please note that all Fees are payable at the point of Booking and Joining instructions will not be issued until payment has been received. The Fee includes: refreshments, comprehensive programme notes and a certificate of attendance. For full day courses, the fee also includes lunch.

Contact Name:			
Company:			
Address:			
Postcode:			
Email:			
Telephone:		Fax:	
Delegate Name(s):		E-Mail:	
		E-Mail:	
		E-Mail:	
		E-Mail:	
		E-Mail:	
Course:			
Course Date:		Venue:	

Special Dietary Requirements: _____

I confirm that my Company is a BMF Member: Yes No

I enclose a cheque (payable to British Marine Federation) for: £ _____

or

Please charge my credit card with £ _____ using the following details:

Expiry Date:

Name on Card: _____ Security No:

First line of address and post code card is registered to: _____

Or by BACS to: 30-94-42 01131274

I confirm that I have read and agree to the terms and conditions of booking overleaf:

Signed: _____ Full Name: _____ Date: _____

Thank you for your reservation. Confirmation will be sent/e-mailed to you shortly.

TERMS AND CONDITIONS

1. DEFINITIONS

Applicant: the person or organisation stated on the Booking Form as being responsible for payment of the Course Fees.

BMF: means the Course provider, British Marine Federation, (company registration number 2592536), whose registered office is at Marine House, Thorpe Lea Road, Egham, Surrey TW20 8BF.

Delegate: the person stated on the Booking Form as the Course attendee.

Confirmation of Booking Letter: the letter issued by the BMF to the Applicant accepting their offer to attend the Course.

Course: the course run either within the UK or abroad by the BMF as stated on the Booking Form.

Course Fee: the fee charged by the BMF for a place on the Course, as advertised by the BMF.

Booking Form: means the booking form for the relevant Course.

2. BOOKINGS

2.1 Booking Forms must be submitted with either the full Course Fee or a deposit at the discretion of the BMF, as advertised.

2.2 All Course Fees are expressed as a VAT exclusive amount. All Course fees for half day courses include refreshments, course notes and a certificate of attendance. All Course for full day courses include the same as half day courses and lunch in addition.

2.3 Booking Forms submitted without the relevant payment will not be processed until the payment is received.

2.4 Where a deposit has been accepted in lieu of the full Course Fee Delegates will not be permitted to attend the Course where the balance has not been paid in full by the last working day prior to the Course commencement.

2.5 Places on the Course are limited and will be allocated by BMF on a "first come first served" basis. Submission of a Booking Form does not guarantee admission to the Course.

2.6 BMF will issue a Confirmation of Booking letter to successful Delegates communicating acceptance of the offer made by the Applicant. Bookings will remain provisional (and therefore capable of cancellation at any time without penalty) until this written confirmation is issued.

3. CANCELLATIONS AND SUBSTITUTIONS

3.1 If the BMF cancels the Course the Applicant will receive a full refund of the Course Fee.

3.2 Should the Applicant cancel the Course booking with more than 14 days written notice the Applicant will at the BMF's discretion receive one

complimentary place on the Course on another date, subject to availability.

3.3 Should the Applicant cancel the Course booking with less than 14 days written notice no refund will be given but the Applicant may at the BMF's discretion be offered one complimentary place on the Course on another date, subject to availability and an administration fee of £40 + VAT.

3.4 The BMF will permit the substitution of delegates by the Applicant provided this is communicated in writing no less than 24 hours prior to the Course,

3.5 The BMF reserves the right to amend the content of any Course(s) without notice when, in the BMF's opinion, such amendment does not fundamentally change the substance of such Course(s).

4. EVENTS OUTSIDE OUR CONTROL

4.1 Whilst the BMF reserves the right to alter or vary the content or timing of the whole or any part of the Course without obligation the BMF will use its reasonable endeavours to reschedule any Course that is cancelled, delayed or curtailed.

5. INTELLECTUAL PROPERTY

5.1 The Applicant and Delegate agree that all Intellectual Property vested in the Course or Course materials are the property of the BMF.

5.2 The BMF shall grant the Delegate a personal, revocable, royalty free licence to use the aforementioned Intellectual Property rights to enable the Delegate to properly use the Course materials.

6. DATA PROTECTION

6.1 By submitting registration details, delegates agree to allow the BMF and its sister companies to contact them regarding their services and future training opportunities by e-mail, telephone, post and any other reasonable method. Delegates who do not wish to receive such communications please email legal@britishmarine.co.uk. The contact details of registered delegates will be placed on the attendee list which will be passed to all attendees for them to see who is at the conference for the purpose of networking and meetings. Delegates who do not wish to be included on this list should advise at the time of booking.

7. LIABILITY

7.1 Except for any liability for: (i) death or personal injury caused by our negligence; or (ii) fraud or fraudulent misrepresentation; or (iii) any other liability that cannot be excluded or limited by law; the BMF, its Members, staff, agents or representatives will not be liable, whether in contract, tort (including but not limited to negligence or breach of statutory duty) for any damage to

property, accidents or injuries incurred at the Course.

7.2 The Applicant and/or Delegate are therefore advised to effect appropriate insurance cover to cover in connection with the Course.

7.2 The BMF cannot accept financial or other responsibility for any loss or liability incurred by the Applicant or the Delegate in connection with attendance at or the guidance given at the Course; such guidance is given for informative and educational purposes and shall never constitute advice on which the Applicant or Delegate should rely without first seeking independent professional advice.

7.4 BMF reserves the right to pass any and all charges on to the Applicant or the Delegate for any charge made against it for the cost of rectifying damage, caused by a deliberate, negligent or reckless act of the Delegate to any accommodation or venue or transport vehicle used by the BMF or its subcontractors in the provision of the Course.

8. ENTIRE AGREEMENT

8.1 These terms and conditions and any document expressly referred to in them represent the entire agreement between the BMF and the Applicant and Candidate in relation to the subject matter of these terms and conditions, understanding or arrangement between us, whether oral or in writing.

8.2 Nothing in this clause 8 will limit the BMF's liability for fraud.

9. LAW AND JURISDICTION

The parties agree and submit that this Agreement shall be subject to exclusive jurisdiction of the Courts and Laws of England Wales,