

CONFERENCE TERMS AND CONDITIONS

Authority to act on behalf of the client organisation

The client organisation confirms that PPF is entitled to accept that the person signing the booking confirmation form is authorised by the client organisation to enter into a binding contractual relationship on behalf of their organisation with PPF.

Importance of the booking form

All bookings will be regarded as firm and a contractual relationship having been created when a completed and signed booking confirmation or web booking form is received by the PPF Events Department. Reservations will be regarded as provisional until the booking confirmation form has been received.

Confirmation of final details

Client organisations are required to confirm final numbers attending, including names of those attending, and all other arrangements no less than fourteen days prior to the conference dates.

Charges

The rates at which PPF will charge for the attendance of delegates will be as specified in the booking form. The charges to be applied in relation to all services and facilities will be as confirmed by the client organisation fourteen days prior to the arrival of delegates.

Cancellation

If a booking is cancelled after a booking confirmation form has been received by the PPF and Events Department, the following scale of charges will become payable, based upon the charges that would have been levied arising from the booking confirmation form received: 28-14 days before - 50% within 13 days of the event, or non attendance - 100% charge. Delegate name substitution may be made at anytime. An administration fee of £30.00 +VAT will be charged if changes are made less than 14 days prior to the event. All notification of cancellations or alterations in the booking must be communicated to the PPF Events Department in writing.

Delegates Invoices

PPF will, where requested by the client organisation, issue invoices to individual delegates in relation to their booking, for settlement by major credit card, bank card or personal cheque. If any such invoice remains unpaid before the start of the conference, it will remain the responsibility of the client organisation.

Value added tax

All prices set out in PPF's brochures, booking confirmation form and other documents exclude VAT. VAT will be charged at the rate prevailing at the time the service or facility is supplied.

Settlement terms

Payment of the client organisation's final invoice is due for settlement within 30 days from the date of issue. We reserve the right to charge interest for late payment of our invoices.

Entire agreement

These terms and conditions of business constitute the entire basis of the contractual relationship between PPF and its conference clients.