

Event Cancellation Policy

All our events are held with a view that where invoices are raised these are to purely cover our costs associated with the event. This means if we are not notified of any cancellations, we will have included the individuals in the numbers notified to the venue and will have been charged accordingly.

Places on events can be transferred to another member of the same organisation.

If you cancel or fail to transfer any place on any event you will be liable to the following charges:

- More than 14 days prior to the event, no charge will apply.
- 7 – 14 days before the event, 50% of the event fee will be payable.
- Less than 7 days before the event, the full fee is payable.