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Terms and conditions of Booking

Hendrickx Associates Training and Events

Submission of completed booking form or confirmation of booking from client assumes acceptance of these conditions

Prices include training/seminar presentation, materials (as appropriate to course/seminar), lunch and refreshments.

Every effort will be made to provide materials and facilities accessible to all learning, dietary and other needs, but this cannot be guaranteed. Advance notification is required.

Payment

Cheque payable to: Hendrickx Associates, 11 Connaught Road, Hove, BN3 3WB. Places will only be held for 7 days without payment.

Payment by invoice is acceptable on provision of finance department contact details.

Cancellations – by us or you

A minimum number of delegates are required for each event. If this number is not reached by 48 hours before an event, delegates will be notified and a full refund given. No refund can be given for any travel or other expenses incurred.

Those wishing to cancel must give written notification not less than 21 days before the event in order to receive a refund. No refund is payable within 21 days of course date. We are a very small organisation and we have still have venue and other charges to pay to if courses do not proceed. Delegate names can be substituted at any time.