

# TERMS AND CONDITIONS

## Terms and conditions for Client hosted workshops.

(Courses hosted by your organisation)

The Provider                Jonathan Bedloe

The Client                 Host organisation

1. Quotes from Jonathan Bedloe (the Provider) are valid for 30 days.
2. Payments are preferably 14 days from the invoice date, and no more than 30 days.
3. A 15% deposit is payable to confirm the booking.
4. Proposals and quotes provided by Jonathan Bedloe are valid for 30 days. Bookings are not confirmed until the proposal or quote has been formally accepted by email, and if a deposit remains unpaid more than 14 days after receipt of the invoice..
5. It is the responsibility of the Client to inform all participants of the nature of the training course, its subject matter and purpose. Some general marketing and information materials can be provided.
6. The Client is responsible for all incidentals, travel and accommodation of the instructor if course is conducted outside the region of greater Hobart, unless alternative arrangements are in place.
7. There are limits on the number of participants for specific courses. A minimum of 12 participants is required, unless negotiated otherwise, and a maximums depend on the specific course.
8. Unless otherwise arranged, the course will be conducted at the Client's venue or the client's expense and appropriate catering provided by Client for participants.
9. One invoice per course will be issued to the client. If the client subsequently chooses to invite participants from other organisations they may, but the client will be responsible for any separate billing.
10. The Provider can provide a registration system for bookings, and Co-hosting of courses can be arranged to assist in ensuring meeting minimum number of participant requirements are met, please inquire.
11. If a participant is unable to attend a course, a substitute participant may attend in their place at no extra charge. Please provide written notification prior to or no later than on the start date of the course.
12. Where the client has confirmed a training course, the client may cancel or reschedule that training course subject to the following provisions.
  - a. A client must give written notice of its intention to cancel or reschedule a course.
  - b. Where the client gives at least 10 business days written notice prior to the date of a proposed training course of cancellation or rescheduling of such training course to the Provider, the client shall be required to pay to the Provider any costs, including venue cancellation fee, any travel and material costs incurred.
  - c. Where the client gives less than 10 business days written notice prior to the date of a proposed training course of cancellation or rescheduling of such training course to the Provider, the client shall be required to pay a cancellation fee to the value of 50% of the expected fees, including venue cancellation fee, any travel and material costs incurred.

13. At no time will the Provider be responsible for any damages, costs, losses or expenses suffered or incurred by the client in connection with any training courses which are either rescheduled or cancelled.
14. While all efforts are made to ensure training courses go ahead as scheduled, the Provider reserves the right to cancel or reschedule group bookings at its absolute discretion.

### **Training hosted by Jonathan Bedloe**

1. To participate in a program hosted by Jonathan Bedloe, registration online must be completed at a minimum 2 days prior to the course, or via direct contact with Jonathan Bedloe.
2. If you are unable to attend a course, a substitute participant may attend in your place at no extra charge. Please provide written notification prior to or no later than on the start date of the course.
3. If you reschedule or cancel your confirmed attendance at a JonathanBedloe.com scheduled training course
  - a. more than 5 business days prior to course commencement, you may receive a credit for a future course, or a refund
  - b. more than two business days prior to course commencement, a processing fee of \$75 (plus GST) will apply, you will receive a credit for a future course.
  - c. within two business days of the course start date the full price of course attendance will be charged.
4. Participants who do not cancel and fail to attend the training course will still be responsible for full payment.
5. While all efforts are made to ensure training courses go ahead as scheduled jonathanbedloe.com reserves the right to cancel or reschedule training courses.
6. jonathanbedloe.com is not responsible for non-refundable travel arrangement losses resulting from training course rescheduling or cancellation.