



Booking Terms and Conditions

These Terms and Conditions of Business for the supply of training by **AFI Training** (a trading style of AFI-Uplift Limited) are deemed to be accepted by the client by virtue of a booking or engagement of the company's services.

Client Responsibilities

The client accepts responsibility under the relevant provisions of the **Health and Safety at Work Act 1974** and will ensure that all trainees do not contravene any duty or instruction imposed by law.

Where instructors supplied by the company operate on the client's premises or under the client's control, it is the client's responsibility to ensure that they are protected by adequate insurance against employer's liability and third-party risks arising during or related to the supply of training.

The client will accept full responsibility for all statutory requirements placed upon a client by the relevant governing bodies and legislation, including the maintenance and safety of:

- vehicles
- plant
- machinery
- lifting equipment
- protective clothing
- all applicable insurances

This includes responsibility for any loss, injury or damage sustained during the course of training, or arising out of neglect and/or breach of statutory duty by the client.

It is the client's responsibility to ensure that the training facilities and conditions are appropriate for the training provision.

If circumstances at the site would affect the quality of training, the company or its representative reserves the right to abandon, discontinue or rearrange the

provision of training. In the event of cancellation or reorganisation in those circumstances, the **client is responsible for costs incurred**.

Company Rights

The company reserves the right to subcontract the provision of training to its subsidiaries or associates, and such contractors will be treated as being in the same position as the company for the purposes of performing the contract.

The company reserves the right **not to admit** or to **expel delegates without liability** if, in its absolute discretion, their behaviour is inconsistent with its reputation or with the proper management of the course.

The company reserves the right to make changes to:

- programmes
- training
- dates
- venues
- fees

as necessary and in light of prevailing economic circumstances.

The company will endeavour to provide a specific trainer or consultant for the full period of the course, but this cannot be guaranteed. The client accepts that no liability attaches to the company if a specific trainer or consultant is not supplied for part or all of the course.

Medical and Physical Fitness

Each delegate must inform the company **in writing** of any medical condition that may affect them or others, such as epilepsy or diabetes. The company will keep such information confidential.

For courses involving physical activity, it is the responsibility of each delegate to take appropriate medical advice to confirm that they are fit to take part.

Liability

The company accepts no liability for loss except where caused by its own negligence.

Any such loss shall be limited to the **contract value**, and the company will not be liable for any further or consequential loss however caused.

Cancellation and Course Attendance

Where a firm booking is subsequently cancelled, the company reserves the right to apply the following charges:

Notice Before Course Start Cancellation Fee

More than 5 days	0%
3 to 5 days	50%
Less than 2 days	100%

Cancellations will only be accepted **in writing**.

The date the company receives the cancellation notice will be treated as the official cancellation date and the appropriate charges will apply.

However, **substitutions of delegates** may be made at any time prior to the course start date.

Course Start Time

Delegates should arrive **15 to 30 minutes before** their confirmed course start time, as stated in the confirmation email.

Late arrivals will **not** be permitted to join the course, and the **full course fee will still apply**.

A **new booking and payment** will be required to attend on another date.

Changes to Terms

These Terms and Conditions of Business may only be varied by **express written agreement** between both the client and a director of the company.