

Booking form

Event Details

Event Title:

Event Code:

Event Date:

Payment Details

Please invoice my company:

Purchase order no. (if required)

I enclose a cheque payable to Jungle HR Ltd

Delegate Details

Title: Mr/Mrs/Miss/Ms/Dr/Other

Full Name:

Job Title:

Direct Tel No.

Fax No:

Email:

Company Details

Company Name:

Company Address:

Town:

Post Code:

Main Switchboard No:

Contact Details

Same as delegate: Yes/No

Contact Name:

Job Title:

Direct Tel No.

Signature

Signature:

By signing above I agree to accept Jungle HR's booking terms and conditions.

Date:

Email completed form to: admin@junglehr.com

Fax this form to: 01952 228924

Terms & Conditions

Bookings

Can be made by fax, post or email and are regarded as confirmed bookings when made.

Telephone

Bookings should be confirmed within 10 days and can only be regarded as provisional until we have received written confirmation via a completed booking form.

Cancellations

Written notification of cancellation of the course booking within 0 – 30 days (inclusive) of the course date, or failure to attend the course without prior written notification, will be subject to the scale of changes shown in the Transfer and Cancellation table. The full course fee is due 30 days prior to the course date. (For Workshops, it is the day of the course).

Courses booked inside 30 days must be paid immediately. If payments has already been made only the remaining percentage of the course fee, after transfer or cancellation charges have been applied, shall be refunded.

Substitutions

Clients may substitute the original delegate with another person at no extra charge. Written notification is required to substitute a delegate.

Transfers

Written notification is required to transfer a booking to another course. Course bookings can be transferred without charge when notification is received 31 or more days prior to the start date of the originally booked course.

Where notification is received within 15-30 days (inclusive) of the start date of the originally booked course, a once-only transfer is allowed with at 25% charge applied based on the original fee. The transfer charge will be 50% where notification is received within 1-14 days (inclusive) of the course date. If the transfer is then cancelled or changed at any time, the full course fee remains payable. Transfers on the day shall only be permitted when supported by a doctor's certificate. In all circumstances 100% of the course fee will be payable. Only one transfer is permitted per booking. Subsequent transfers or cancellations shall be effective in line with the conditions outlined in the Transfer and Cancellation table.

Transfer and Cancellation Table

Number of days notice	% event fee payable cancellation	% event fee payable Transfer
31+ days	No charge	Free
15-30 days	100% of fee due	25% of original fee
1-14 days	100% of fee due	50% of original fee

The original course/workshop fee is the amount that has been invoiced. All late bookings, first confirmed within 30 days of the course date will be subject to normal cancellation and transfer conditions. Entry to the course/workshop will be denied if payment has not been received or prior written agreement has been given.

Payments

All course fees must be paid in full not later than 30 days prior to the start of the course or immediately for late bookings. Settlement of the invoice is only deemed to have happened when the full amount has been paid and cleared. Jungle HR reserves the right to level interest or administration charges in the event of payment being made by instalments. This should be agreed in writing in advance; default on a payment due will result in the full balance becoming payable and possible removal from the course.

Bank details – for your information

Bank Name HSBC
 Address 16 Sherwood Square, The Telford Shopping Centre, Telford, Shropshire, TF4 4AN
 Bank Sort Code 40-44-50
 Bank Account No 51619764
 VAT Number 939 0689 78

Cancellation of Course

Jungle HR reserves the right to amend or cancel any course, course times, dates or published prices. Changes to course prices, times and dates will be advised before the course start date and any course already paid in full will not be subject to the increased price. As a course may be cancelled up to two weeks prior to its start date, we recommend delegates do not make travel arrangements before this time. Any travel costs incurred are entirely at the delegate's responsibility. Jungle HR does not accept any liability for reimbursement of travel costs.

Intellectual property

All material provided by Jungle HR remain the intellectual property of Jungle HR, who assert their right to worldwide copyright unless specifically agreed otherwise in writing.

Special requirements

Special requirements and dietary needs can be met and arrangements for personal religious worship or for disabled delegates easily made. Simply state your requirements at the time of booking and we will make all the necessary preparations prior to your arrival.

Other terms

Jungle HR reserves the right to remove any delegate from their workshops/programmes/courses should their behaviour be deemed to be inappropriate by Jungle HR. This would result in no refund of course fees or other costs being paid.

Jungle HR Ltd
 Registered Head Office: Rose Cottage, Kemberton Mill, Kemberton, Shifnal, Shropshire, TF11 9NU

Registered Company Number: 6664635

VAT Registration Number: 939 0689 78