

## 1. General terms

Thank you for booking to attend a Michelmores LLP event. This page sets out the terms and conditions which apply to your booking and should be read in conjunction with our [website terms and conditions](#) and [privacy policy](#). By booking to attend an event you agree to be bound to these terms and conditions.

You should print a copy of these terms and conditions for future reference.

Please click on the button marked "I Accept" at the end of these terms and conditions if you accept them. If you do not accept these terms and conditions, you will not be able to book using our website.

After placing a booking, you will receive an email from us acknowledging that we have received your booking. Our confirmation email will indicate that your booking has been accepted.

Please check your event booking confirmation email carefully and notify us in writing within 48 hours of receipt of the email of any errors with the booking and/or amendments that are required to the booking. If you do not receive a confirmation email from us within 72 hours please contact Sarah Coleman at Michelmores LLP on 01392 688688 or at [sarah.coleman@michelmores.com](mailto:sarah.coleman@michelmores.com)

You acknowledge and agree that Michelmores LLP reserves the right to:

- alter the programme, speakers, timing and/or venue of the event without prior notification
- postpone the event
- cancel an event up to seven days before the date of the event. If Michelmores LLP cancel an event we agree to refund 100% of the booking fee only where this has been paid in full.

You acknowledge and agree that Michelmores LLP will not be held responsible for any losses, costs, damages or expenses (including, but not limited to, travel and accommodation expenses) for delegates who fail to attend the event for any reason including cancellation of the event by Michelmores LLP.

Michelmores LLP is a full service law firm domiciled in England. The transaction currency for payment of the event will be in pounds sterling.

## **2. Price and payment terms**

The price of the event will be as quoted on our website from time to time, except in the case of obvious error. These prices are exclusive of VAT unless otherwise indicated. Prices are may change at any time, but price changes will not affect bookings in respect of which we have already sent a booking confirmation email to the delegate.

Payment for all bookings may be made by credit or debit card. We accept payment with Visa, Visa Debit, Mastercard, Solo, Maestro, Visa Electron.

Michelmores LLP's preferred method of payment is by credit or debit card at the time of booking. However, you may request an invoice to be sent to you. This invoice will specify an invoice number and the amount to be paid in respect of the event. You should quote the invoice number when you make payment. This invoice will specify an invoice number, which you should quote when you make payment.

Cheques should be made payable to "Michelmores LLP" and the invoice number should be quoted on the remittance statement and on the back of the cheque.

You acknowledge and agree that all invoices are due to be paid within 30 days of invoice date. When an invoice is issued less than 30 days prior to the event, payment shall be made in full within 7 days before the event takes place (or, where relevant, before the first session of a series of events). Any disputed items on an invoice must be notified to Michelmores in writing within 14 days of invoice. You acknowledge and agree that we will exercise our statutory right to claim interest and compensation charges under the Late Payment of Commercial Debts (Interest) Act 1998 as amended and supplemented by the Late Payment of Commercial Debts Regulations 2002 if payment is not received in accordance with our agreed terms of payment.

## **3. Cancellations, refunds and transfer terms**

You acknowledge and agree that:

- all cancellations of bookings and transfer requests between delegates will be made in writing to Michelmores LLP by you
- cancellation by telephone will not be accepted
- transfers can be made from one delegate to another but only one transfer between delegates is permitted per booking
- any cancellation of a booking which has already been transferred will not be refunded

Michelmores LLP cannot offer refunds to delegates who fail to attend sessions.