



Registered Address: 1-5 St. George's Road, Hull Hu3 6ED

Treehouse Therapeutic Training Ltd

Terms and Conditions

For the purposes of this document, Treehouse Therapeutic Training Ltd will be referred to as 'Treehouse' and the organiser of the event will be referred to as 'the Organiser'.

Equipment

Treehouse will supply equipment such as laptop and projector unless indicated on the booking form, or in any other correspondence with the Organiser.

Alterations to the Training

Treehouse commits to satisfying the requirements of the Organiser to the best of its ability but reserves the right to reasonably alter any aspect of the training as deemed necessary. If any alterations are necessary, Treehouse will endeavour to keep the Organiser informed whenever possible.

Treehouse takes no responsibility for training alterations which arise from circumstances outside Treehouse's reasonable control (for example delayed training due to adverse traffic conditions).

Cancellation Policy

If the training is cancelled by the Organiser on the day of training, the full fee as confirmed on the Booking Form remains due to Treehouse, regardless of whether Treehouse has attended the venue or not.

- If training is cancelled by the Organiser within 72 hours prior to the training, 50% of the training fee is due to Treehouse
- Training may not be postponed or rescheduled without the expressed permission of Treehouse, and a fee equivalent to 50% of the full fee may be due unless waived at the discretion of Treehouse
- Treehouse will always aim to carry out the training, however if Treehouse cancels training, all reasonable effort to make alternative arrangements will be made and no fee to Treehouse will be due
- Treehouse accepts no responsibility for cancelling training due to factors beyond Treehouse's control

Insurance and Licenses

Type of insurance	Level of cover
Professional indemnity	£100,000
Public liability	£1,000,000
Employers' liability	£10,000,000

Common Sense

Treehouse prides itself on a common-sense approach to its training. Treehouse will be respectful of naturally occurring difficulties or complications which happen through no direct fault of either Treehouse or the Organisers. Treehouse will be as flexible as possible to ensure that the requirements of the Organiser are achieved, however should the complications or difficulties become unreasonable in the view of Treehouse, Treehouse reserves the right to terminate the training without notice and the full fee as stated on the booking details will remain due to Treehouse.

Payment

Payment for the training should be made 7 days prior to the training. The Organiser must provide contact details to invoice the organisers. The payment must be settled within 14 days of the date of invoice (or 7 days if a late booking is made). Treehouse can receive payments via Faster Payments, CHAPS and BACS transfers, a receipt will be provided.

Bank Details – Treehouse Training Therapeutic Training Ltd

Account Number: 17323966

Sort code: 04-06-05

Further Contact

Further discussion regarding the booking agreement or to make any alterations to the training details should be made to info@treehousetraining.net