



1. INTRODUCTION
  - 1.1. The event is organised and managed by Acorn Christian Foundation, a charity registered in England and Wales with registration number 1080011, and registered office at c/o Emmaus Chartered Accountants, Westmead, Farnborough, England, GU14 7LP.
  - 1.2. The reference to “us” means Acorn Christian Foundation and references to “we” and “our” shall be construed accordingly. Reference to “you” means the entity completing a booking request and references to “your” shall be construed accordingly.
  - 1.3. All bookings to register for an event are made subject to these Terms & Conditions.
  
2. BOOKINGS
  - 2.1. All bookings to register for an event are subject to availability and you making full payment at least 28 days before the event date. Bookings will not be confirmed until you have made full payment
  - 2.2. Confirmation (or rejection) of your booking will be sent to your provided email address within five (5) working days of our receipt of your booking. If we are not provided with an email address upon booking, we will contact you with the next available contact details provided.
  - 2.3. If you require to run the event in less than 28 days’ time of enquiring it must be confirmed by the Events Coordinator and full payment will be required within 5 working days of enquiry.
  - 2.4. It is your responsibility to provide us with a correct email address or phone number to correspond with you regarding your booking.
  - 2.5. Bookings cannot be transferred to another event.
  - 2.6. When you book on to online events, you are giving consent to joining an online meeting, among other people where you will be seen and heard unless you choose to restrict these elements on your own device. Acorn is not responsible for restricting or removing audio and/or visual elements of your involvement.
  - 2.7. Acorn record all online events for training and publicity purposes. If you do not consent to this then you must inform Acorn at [info@acornchristian.org](mailto:info@acornchristian.org) prior to the event so that your image/voice will not be used.
  - 2.8. Please see our [Safeguarding Online Events policy](#) for full details on Acorn’s best practice when running digital events.
  
3. PRICES AND PAYMENT
  - 3.1. Our prices for attending an event are set out on the relevant event booking form on our website or other provided forms. Prices may be subject to change from time to time.
  - 3.2. Bookings may be paid by credit/debit card at the time of booking. Alternatively, you can pay by Faster Payments or BACS transfer.

#### 4. CHANGES TO EVENT AND CANCELLATIONS

- 4.1. It may be necessary for reasons beyond our reasonable control to alter the advertised content, timing and/or location of the event or the advertised speakers/leaders. We reserve the right to do this at any time. Where we alter the time and/or location of the event, we will provide you with notice of the same and will offer you the choice to re-schedule the booking at no extra charge, or the opportunity to continue with the booking as varied.
- 4.2. If you are required to change the location or timings of a booked event for reasons outside of reasonable control, you must contact us immediately to make sure that it is possible for our team to still attend and lead the event. If our team are unable to do so, then we will do our best to rearrange the booking. If a rearrangement cannot be made then you are required to pay the correct cancellation charges at that time (4.4.a).
- 4.3. We shall not be liable to you for travel, accommodation or other costs and expenses incurred (included wasted costs and expenses) if we are required to cancel or relocate the event as a result of an event outside of our control. We recommend that organisations and delegates take out insurance for the loss of fees through cancellation.
- 4.4. Cancellations by you must be received in writing (via email or post) in advance of the event. The following cancellation charges apply:
  - a. 30 days' notice before event date: £34 admin fee and full refund
  - b. 29 days or less notice before event date: no refund
- 4.5. Special offer cancellations. No refund will be given for cancellations on special offers. If we have to cancel due to unforeseen circumstances we will arrange a new date with you. If you have to cancel, no refund will be given but we do our best to accommodate a new date within the same financial year.

#### 5. COVID-19 Cancellations

5.1. If you have paid in full for your booking and you cancel the event due to enhanced government restrictions making it no longer possible, the following options will come into place:

5.1.a) We will offer to run the event via Zoom for all participants at the same cost as the original booking fee quoted by Acorn

5.1.b) If it is not possible to run the event via Zoom, the following cancellation charges apply to you:

- 30 days' notice before event date: £34 admin fee and full refund
- 29 days or less notice before event date: no refund

5.2 We have the right to cancel the event at any time if we do not see it safe to run. Where we must cancel because of COVID-19, we will:

5.2.a) Offer to run the event via Zoom for all participants at the same cost as the original booking fee quoted by Acorn

5.1.b) Postpone the event to a date that works for you and us

5.1.c) If a new date cannot be agreed on, we will offer a full refund to you with no cancellation charges

## 6. CONTENT

5.1 All rights to presentations, documentation and materials published or otherwise available as part of the event are owned by us or are included with the permission of the owner of the rights. You shall not distribute, reproduce, or modify any of the content provided beyond the event. Or:

5.1.1 Make any commercial use of the content

5.1.2 Include any content in a website or on any intranet

5.1.3 Use content in any way that might infringe third party rights or that may bring us or any of our affiliates into disrepute.

5.2 The content does not necessarily reflect our views or opinions.

5.3 Suggestions or advice contained in the content should not be relied upon in a place of professional or other advice. Whilst we take reasonable care to ensure that the content created by us is accurate and complete, some of it is supplied by third parties and we are unable to check its accuracy or completeness. You should verify the accuracy of any information (whether supplied by us or third parties) before relying on it.

5.4 To the extent that any content is made available by us online we reserve the right to suspend or remove access to such content at any time.

## 7. LIABILITY

6.1 We have Public Liability insurance, please ask for a copy of our certificate for reference.

6.2 You must present your Public Liability Insurance Certificate upon making a booking or confirm that you have the insurance. If you do not have public liability insurance please inform us before making the booking.

## 8. ANTI-BRIBERY

7.1 You warrant that you shall:

7.1.1 Comply with all applicable laws, statutes and regulations relating to anti-bribery and anti-corruption including but not limited to the Bribery Act 2010

7.1.2 Comply with such of our anti-bribery policy, which is available upon request.

7.2 Breach of this clause 7 shall be deemed a material breach of these Terms and Conditions.

## 9. GENERAL

8.1 These Terms and Conditions contain the entire agreement and understanding between us and supersede all prior agreements, understandings or arrangements (both oral and written) relating to the subject matter of these Terms and Conditions and any such document.

8.2 You acknowledge that in registering a delegate place you have not relied on, and shall have no remedy in respect of, any statement, representation, warranty, understanding, promise or assurance (whether negligently or innocently made) of any person other than as expressly set out in these Terms and Conditions.

8.3 These Terms and Conditions shall not create, nor shall they be construed as creating, any partnership or agency relationship between us.

8.4 You accept that communication with us may be electronic. We may contact you by email or may provide you with information by posting notices on our website. You agree to this electronic means of communication and you acknowledge that all such communications that we provide to you electronically comply with any legal or contractual requirements that such communication be made in writing. We will not send you general marketing communications that do not relate to your booking/s when you provide us with an email address. We may provide you with information in relation to your booking after the event, e.g. information on an event that follows the course booked, unless you ask us to not contact you with such information. Please ask for our GDPR policy for further information.

8.5. These Terms and Conditions and the rights and obligations of both parties shall be governed by, and construed in accordance with, the laws of England and Wales and both parties irrevocably agree to submit to the inclusive jurisdiction of the courts of England and Wales in respect of any dispute which arises hereunder.

8.6. We may from time to time record and photograph our events for advertising and training materials. If you or any of your delegates do not wish to be included in any recorded or photographed media at the event, please notify us before the start of the event.