

Terms and Conditions

1. A signed/confirmed Booking Form constitutes a contract between Projected Consulting Limited and the company/individual making the booking ("the client").
2. Your event booking is not secured and no agreement shall come into existence between you and us until you return to us a signed copy of the Booking Confirmation and (if applicable) make any advance payment of the Provisional Charges required in the Booking Confirmation. In particular, the signed copy of the Booking Confirmation, together with any advance payment of the Provisional Charges required, must be received within the timeframe indicated in the Booking Confirmation (faxes and post which have been sent by you but which are not actually received by us shall be deemed not to have been "received"). Where the same are not received in the said timeframe, we shall be entitled not to make your Event booking and/or to increase the Provisional Charges in any future Booking Confirmation issued by us (irrespective that such future Booking Confirmation may be for the same proposed Event).
3. Payment terms will be agreed at the time of booking. In general, depending on how close to booking the event is, you will be required to pay for the room booking and equipment in advance, with any catering/additional charges after the event.
4. Any cancellation must be communicated in writing and the effective date of cancellation will be the date of receipt by Projected Consulting. Any cancellation charges will be the room hire charge and any additional costs incurred by Projected Consulting (for example specific equipment). Cancellation charges apply as follows:
 - o 30 days or over - No charge
 - o 16-29 days – 75% charge
 - o 7 - 15 days - 50% charge
 - o 6 days or less - 100% charge
 - o Within 48 hours - 100% of food and beverage in addition to room charges.
5. Minimum numbers applying to Day Delegate rates will be agreed. Should the actual numbers drop below this a supplement charge will apply.
6. Any persons under the age of 16 must be supervised by a responsible adult at all times and will not be permitted to use the hot drink facilities or microwave.
7. It is the responsibility of the client to communicate any special preferences in writing to Projected Consulting prior the event. Projected Consulting reserve the right not to accept any preferences they deem unreasonable.
8. All delegates are required to abide by security and health and safety requirements at the Training Centre.
9. Projected Consulting takes no responsibility for any breach or misuse of computers as recognised by law (Computer Misuse Act 1990). In summary:
 - o Unauthorised access to computer material
 - o Unauthorised access with intent to commit or facilitate commission of further offences
 - o Unauthorised modification of computer material.
10. Neither Projected Consulting nor the Client shall be liable to the other or be deemed to be in breach of the Contract by reason of any delay in performing, or any failure to perform, any of its obligations in relation to the Services, if the delay or failure was due to any cause beyond that party's reasonable control. Without prejudice to the generality of the foregoing, the following shall be regarded as causes beyond either party's reasonable control:-
 - o act of God, explosion, flood, tempest, fire or accident;
 - o war or threat of war, sabotage, insurrection, civil disturbance or requisition;
 - o acts, restrictions, regulations, bye-laws, prohibitions or measures of any kind on the part of any governmental, parliamentary or local authority;
 - o import or export regulations or embargoes;
 - o strikes, lock-outs, or other industrial actions or trade disputes (whether involving employees of either the Company or the Client or of a third party);
 - o difficulties in obtaining raw materials, labour, fuel, part or machinery;
 - o power failure or breakdown in machinery.
11. Any requests for amendments to numbers and/or arrangements shall be notified in writing to Projected Consulting immediately. Changes will not be guaranteed but every effort will be made to accommodate them.
12. You are responsible for any damage caused to the allocated rooms or the furnishings of the training centre. If any act, default or neglect by the delegates or organisers results in damage or complaints from other clients, the customer shall be liable to pay

If you have any questions, please call and discuss with your contact at Projected Consulting or Strathallan House.