



## **Summer Forum Booking Terms and Conditions**

### **Cancellation of a booking**

Unless stated otherwise on the specific event webpage, the following cancellation rates apply for event bookings:

A 75% refund will be issued for cancellations received two calendar months or more before the event.

A 50% refund will be issued for cancellations received up to one month before the event.

If a cancellation is made within one month of the event, the event fee is payable in full and no refund will be issued.

All cancellations must be received in writing.

### **Substitutions**

If you find that you can no longer attend an event, you may substitute a colleague/friend for no additional fee.

Please e-mail [admin@ancienttreeforum.co.uk](mailto:admin@ancienttreeforum.co.uk) if you wish to make a substitution.

### **Cancellation of the Summer Forum**

The Ancient Tree Forum reserves the right to alter or cancel any of the Summer Forum for whatever reason.

In the event of cancellation, we will endeavour to inform all delegates, in writing, at least two weeks before the event is due to take place, although please be aware that this is not always possible.

All event fees paid will be reimbursed in full, or the payment will be transferred in full to another Summer Forum.

The Ancient Tree Forum shall not accept liability for any consequential loss and shall have no liability to reimburse any other costs that may have been incurred, including transport costs, accommodation, etc.

### **VAT**

There is no VAT payable on Summer Forum bookings.

**Joining instructions**

These will be emailed out to all participants at least two weeks in advance of the summer forum.

**Risk Assessments**

The joining instructions will include a risk assessment for the event. Please ensure you read and understand these. If you have any questions, please speak to the organiser of the event on the day.

**Lunch**

Refreshments and lunch are included in the day rate, however the optional evening meal incurs an additional fee, please see our website for details.

**Field visits**

Please wear suitable clothing and footwear for the season and bring water, sunscreen and insect repellent, if necessary. Please advise the Ancient Tree Forum of any medical conditions that may affect your participation.

**Photography**

The Ancient Tree Forum takes photographs during all of its events for use in publicity. If you would prefer not to have your image used, please let the organiser of the event know on the day.