



## BOOKING CONDITIONS

Your contract will be with Ptyxis Ecology incorporating the following standard terms and conditions, which are similar to those issued by the Field Studies Council and other CPD providers.

### 1. Booking

Please book by sending the booking form and payment by cheque to Ptyxis Ecology, 3 Railway Cottages, Lambley, CA8 7LL. Payment by BACs transfer can also be arranged but we do not accept credit card or debit card payments. For any booking less than 28 days before the course start date, payment must be made by cheque and BACs transfers are not normally acceptable, in order to minimize our administration time in chasing up unpaid/late BACs transfers. Ptyxis Ecology reserves the right to refuse any booking without stating a reason. **Cheques are payable to 'Ptyxis Ecology'.**

### 2. Provisional Bookings

We do not hold places: places are allocated strictly on a first come, first served basis. However, we advise that you check that places are available before sending your booking form and payment by contacting us on enquiries@ptyxis.com or 01434 321199.

### 3. Course details & joining instructions

Course joining instructions will be sent to you at least 8 weeks before the course.

### 4. Cancellation

If you wish to cancel your booking for any reason, please inform us in writing (by email is Adequate but you are advised to check that we have received your email by also telephoning on 01434 321199). Cancellation is effective from the date your letter or email is received. In the event of cancellation for any reason up to 28 days before the course start date a refund of 50% of the full fee will be made. If cancellation is less than 28 days before the course start date, the course fee is payable in full, and is due on or before the course start date. Late payments may be subject to interest charges in accordance with commercial debts legislation.

A booking may be changed at any time to allow a different participant to attend a course, on condition that the replacement participant completes a booking form. Ptyxis Ecology reserves the right to cancel a course if the numbers booked fail to meet the required minimum or for other exceptional reasons. If a course is cancelled by Ptyxis Ecology, any payments made by you will be refunded in full as soon as possible.

These cancellation conditions are accepted on booking. We recommend that you obtain cancellation insurance, available as part of travel insurance.

### 5. Amendments

Ptyxis Ecology reserves the right to engage alternative tutors and/or accommodation to those advertised, although will take all reasonable endeavours to only do so in exceptional circumstances, and then to provide reasonably comparable quality of tuition. All fees are correct at the date of printing but we reserve the right to vary

fees should circumstances beyond our control make this necessary. Any such fee changes will not take place within 28 days of the start date of the course.

## **6. Liability**

Any liability on the part of Ptyxis Ecology is restricted to the value of this contract, or the loss, whichever is the smaller. In particular, no liability is accepted for any loss of, or damage to, participants' property or motor vehicles, or for any loss or injury sustained while travelling in those vehicles, or any public transport utilized to/from the course or during the course. Ptyxis Ecology will not accept liability for any aspect of a course provided by a third party supplier, including (but not limited to) suppliers of accommodation and/or food, or for any loss, damage or expense of a participant which is due wholly or in part to adverse weather conditions, industrial dispute, or any other cause beyond the control of Ptyxis Ecology. Without prejudice to other more restrictive limitations, and except in respect of death or personal injury caused by the negligence of Ptyxis Ecology (and/or its agents or subcontractors), Ptyxis Ecology, and/or its agents or subcontractors, shall not be liable for any indirect, special or consequential loss or damage, costs, expenses or other compensation claims whatsoever (whether caused by the negligence of Ptyxis Ecology (and/or its agents or subcontractors) or otherwise) which arise out of booking or attendance in whole or part on any course. These conditions are accepted on booking. We recommend that you obtain appropriate travel insurance.

## **7. Health & Safety**

All our identification courses involve fieldwork and may involve some strenuous walking, particularly courses including upland or alpine habitats. You must inform Ptyxis Ecology prior to the course start date of any medical condition (e.g. epilepsy; diabetes; heart condition) that may affect your participation in a course. Prior to a course, you will be sent a Health and Safety Risk Assessment for each field site, including advice on appropriate footwear, clothing and equipment. For your own safety, we reserve the right to not permit you to take part in field visits if, in our reasonable professional opinion, you are not safely equipped appropriate to site conditions, and will not refund any course fees, in full or in part, if you are unable to fully participate in a course as a result. It is important to note that you have a legal responsibility to take all reasonable precautions to maintain your own safety and that of others. Please also note that all venues are non-smoking.

## **8. Insurance**

Ptyxis Ecology maintains Public Liability insurance cover to £5 million (any one event) including for the provision of indoor and outdoor environmental training.

## **9. Environmental policy**

We aim to minimise the adverse impact of our training activities on the environment. In particular, where reasonably practicable, we will utilise local public transport for field visits. We aim to work with suppliers who provide local facilities and use locally-sourced food produce, and to support the rural economy of the North Pennines.

## **PTYXIS ECOLOGY**

**December 2010**

© Ptyxis Ecology 2006 All rights reserved.