

Customer Contact Details

Name of Organisation	
Contact Name	
Alternative Contact	
Invoice Contact	
Telephone Number	
Best Time to Contact	
E-mail Address	
Facsimile Number	
Postal Address	
Post Code	

Details Event

Event	Year Group	Number of Students	Date	Cost (ex VAT)
Total (ex VAT)				
VAT				
Total (inc. VAT)				

Number of school staff required (Ratio of at least 1-25 pupils)	
Students to be split into groups prior to the session and names forwarded to E4A Limited in an electronic format (such as Microsoft excel) prior to the session and an attendance register taken on the day. This will enable certificates to be produced. Please confirm agreement in box.	

Presentation to be made by	
Position	

Confirmation of arrangements as agreed on our site visit (form attached)	
Signed (On Behalf of the school)	Signed (On Behalf of E4A Limited)
Print Name	Print Name
Date	Date

E4A Limited Terms and Conditions

Please read these Terms and Conditions (the "Terms") carefully before using the services of E4A Limited hereinafter referred to as E4A.

These Terms shall be incorporated and apply to any contract with E4A to the exclusion of any terms or conditions stipulated or referred to by any other party.

General

These conditions are governed by and construed in accordance with the laws of England and Wales. You agree, as does E4A to submit to the exclusive jurisdiction of the English courts.

These Terms constitute the entire agreement in relation to the provision by E4A of Enterprise Training Days (the "Services"), and they replace and supersede any prior arrangements between us in relation to the Services. You acknowledge that you are not relying on any statement made by E4A or any of its representatives with regard to the Services other than those expressly set out in these Terms.

The agreement which is comprised in these Terms is not intended to be for the benefit of any third party, and shall not be exercised by any other person under the Contract (Rights of Third Parties) Act 1999 or otherwise.

Price

The price of the Services shall be the quoted price of E4A (the "Price").

E4A reserves the right, by giving written notice at any time before delivery, to increase the price of the Services to reflect any increase in the cost to E4A which is due to any factor beyond the control of E4A (such as, without limitation, alteration of obligations or requirements, significant increase in the costs of labour, materials or other costs).

E4A requires a minimum of two weeks notice of any material changes required for the provision of Services including an increase in the number of people to whom the Services are to be provided. E4A reserves the right to increase the price of the Services to reflect any increase in the cost to E4A in the management of the additional people.

The Price is exclusive of any applicable value added tax, which the Buyer shall be additionally liable to pay to the Seller.

Cancellation

In the event that you cancel the contract

- (a) less than 14 working days prior to the date scheduled for the provision of the Services then a cancellation charge will apply at the rate of 40% of the Price
- (b) at any time when E4A has incurred a direct cost in the anticipated provision of the Services, including but not limited to the cost of a deposit for providing a Venue or an Alternative Venue or for providing additional staff to provide the Services, then you are required to reimburse E4A to the extent of the direct cost incurred and such costs shall not be refundable under any circumstances.

Fees and Payment

All invoices presented by E4A are payable without discount of any kind within 14 days of the invoice.

Without prejudice to any other rights of E4A if any invoice is not paid by the due date E4A shall be entitled to charge interest on any overdue amount from the date on which payment was due to be made until the date of payment calculated on a daily basis at a rate of 4% per annum over the base rate of the Royal Bank of Scotland as applies from time to time.

Limitation of liability

E4A shall not be liable for any of the following types of loss or damage arising out of or in connection with the provision of Services: any loss of profits, loss of earnings loss of anticipated savings, goodwill or revenue; any loss or corruption of data; or any indirect or consequential loss;

E4As maximum aggregate liability for any claim in contract, tort, negligence, or otherwise arising out of or in connection with the provision of the Services shall be limited to the charges paid in respect of the Services which are the subject of any such claim and provided you notify E4A of any such claim within one year of it arising

The exclusions and limitations of liability contained in this section shall not apply to: any loss or damage resulting from death or personal injury caused by E4As negligence; or any other losses which may not be excluded or limited by law.

Venue and Refreshments

You shall provide suitable facilities for the provision of the Services (the "Venue") including, but not limited to, sports grounds, sports fields, suitably Each provision in this Paragraph shall be construed separately as between you and E4A. If any part is held to be unreasonable, inapplicable, or unenforceable, but would be valid if some part thereof was deleted such provision shall apply but with such modification as may be necessary to make it valid and effective.

maintained sports equipment, computers and computer systems, internet access, pens and paper.

The Venue, and the Alternative Venue (if applicable), will be responsible for appropriate refreshment for the users of the Services throughout the time in which the Services are to be provided by E4A.

Insurance

You shall effect and maintain appropriate insurance in an adequate sum against any claims made against either party to these Terms by any person in respect of any loss or injury suffered in the provision of the Services whilst on or in or at the Venue and shall produce, on request, copies of the policy of insurance.

If a venue other than the Venue (the "Alternative Venue") is used for the provision of the Services then you shall ensure that appropriate insurance in terms identical to those in the above paragraph is effected by the provider of the Alternative Venue.

Intellectual Property

At all times and in all circumstances E4A will remain the owner of the intellectual property in the training and/or course materials that are produced for use. No such materials nor any part of them may be reproduced, stored in a retrieval system or transmitted in any form or by any means without the prior written permission of E4A.

Events beyond our reasonable control

E4A will not be held responsible for any delay or failure to comply with its obligations under the Terms if the delay or failure arises from any cause (the "Event") which is beyond its reasonable control. This condition does not affect any statutory rights that may apply.

E4A shall be entitled to suspend the provision of the Services in circumstances where the Event leads to the funding for the project or Services being withdrawn.

Conditions of your use of the Terms and the Services

The content of the Terms and any and all documentation produced by E4A in order to provide the Services may not be copied, reproduced, distributed, republished, posted or transmitted in any form or by any means without the prior express written permission of E4A.

Data Protection and Privacy

Any details provided to E4A from which it can identify individual persons are held and processed in accordance with its Data Protection Registration.

You will for the purposes of the Data Protection Act 1998 consent to the processing of all or any personal data (in manual, electronic or any other form) relevant to its engagement of E4A.

Disputes

In a spirit of partnership and co-operation the parties will jointly seek to resolve problems, difficulties and disputes informally.

In the event of any failure to agree a dispute locally, the parties will nominate a senior officer who shall meet as soon as is reasonably practicable in a further attempt to resolve the dispute.

Security and Usage of information

You shall not either during the provision of the Services or after the cessation of their provision divulge or use any confidential information in relation to the affairs or business methods of E4A.

If requested, or required by statute to do so, confidential information in respect of the Terms and the Services provided may be submitted to local or government authorities (including national or local government and any subdivision or agency) or any court or judicial officer but otherwise mutual obligations of confidentiality apply.

Entire Agreement

No variations or amendments to these Terms shall be permitted unless the same is in writing and executed by each party.

Customer Booking Form ©

www.e4a.org.uk



E4A Session Director Contact Details

Contact Name	
Telephone Number	
E-mail Address	

Access Details

Access Available from	
Contact on Arrival	
Problems with Access	

Timing & Refreshments

Description	From	To	Refreshments	Comments
Start		N/A		
Morning Break				
Lunch Break				
Afternoon Break				
Finish	N/A			

Risk assessments discussed and agreed	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
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Resources & Equipment to be provided by the customer (extra space overleaf)

Description	Yes	No	Comment
Hall/Large area for presentations			
Public address system (if available)			
Adequate seating for presentations			
Tables & chairs			
Suitable work areas (with tables & chairs)			
Desk top computers			
Laptop computers			
Internet access			
Printers (with paper)			
Data projector			
Screen			
Whiteboard			
Power points			
Sports hall			
All weather area			
Tennis court / hard area			

Customer Booking Form ©

www.e4a.org.uk



Resources & Equipment to be provided by the customer

Description	Yes	No	Comment