



TERMS AND CONDITIONS

Facility Hire

TERMS & CONDITIONS – FACILITIES HIRE

The terms “You”, “you”, “Customer” or “customer” refers to the customer renting the facility. The term “ASFP” refers to the Association for Specialist Fire Protection Ltd, whose registered address is Unit A West Oak House, Westwood Business Park, Westwood Way, Coventry, CV4 8HS.

Once your application and payment have been received, please allow up to 7 (seven) working days for processing, after which you will be notified of confirmation by the ASFP.

Payment terms are payment upon receipt of invoice.

1. Payment

Payment terms for invoice payments are 30 days from the date of invoice or before the rental start date, whichever is soonest.

Account No: 01005154

Sort Code: 30-90-09

Debit Mastercard, Mastercard, Visa and Visa Debit facilities are available.

Any customer who has not paid in full prior to the first day of facility hire, may be refused use of the facility.

2. Cancellations prior to hire date

6+ weeks’ notice: 100% refund

6-4 weeks’ notice: 50% refund

4-0 weeks’ notice: No refund

Failure to attend: No refund

Postponement requests, reductions in delegate numbers wherever possible will be accommodated, but ASFP reserves the right to impose a cancellation charge or refuse said requests if accommodation is out of its control.

3. Transferring booking to an alternative date

If you have booked onto a facility and wish to transfer the booking to an alternative date, you are required to notify the ASFP in writing at info@asfp.org.uk at least 4 (four) working weeks before the start date of the rental. Please note, each case is considered on an individual basis, and alternative dates are subject to availability, ASFP reserve the right to refuse any request.

4. Meeting room hire

4.1. General information

Meeting Room Hire is available Monday to Friday excluding bank holidays.

Half day rental includes 4 consecutive hours of use between the hours of 9am and 5pm. Full day rental includes 8 hours of use from 9am until 5pm.

Accommodation is not included with the ASFP facility hire, if overnight accommodation is required customers must make their own arrangements.

Transportation to the ASFP office is not included with the venue hire. Customers must make their own arrangements.

Where refreshments have been requested with the venue hire, customers must notify the ASFP of any dietary requirements 7 days prior to the booking date.

Customers are requested to provide notice of any special mobility, special requests or any dietary requirements they may have.

4.2. Customer behaviour and conduct

In the event of accidental or deliberate damage to equipment and/or facilities caused by you or your invited delegates during the facility rental period, ASFP reserves the right to reclaim the cost of replacement or repair of any such damage.

By using the ASFP facilities, you agree to adhere to all housekeeping rules, procedures and policies (including policies as to behaviour and conduct) that may be in place at the venue.

ASFP reserves the right to remove any delegates from our facilities whose behaviour and conduct is deemed unacceptable, this may include physical or verbal abuse, or disruption which affects other visitors or ASFP staff. The ASFP's Equality & Diversity policy will be considered when judging unacceptable behaviour and conduct. Delegates who are removed from our facilities due to unacceptable behaviour will not be entitled to a refund.

You may appeal the decision to remove you from the venue by following the ASFP's complaints and appeals procedure given in the Association Byelaws.

5. Studio hire

5.1 Rental period

Half day rental includes 4 hours of studio use including any post recording and/or editing activities.

Full day rental includes 8 hours of studio use including any post recording and/or editing activities.

ASFP reserves the right to charge for additional post processing activities where a customer requests multiple amendments to the final edited content.

5.2 Intellectual Property rights

The Intellectual Property rights of content and material produced for the customer will belong to the Customer.

The Customer is responsible for ensuring the accuracy, quality, legality and intellectual property rights of any Customer supplied input that is incorporated into the final content and/or material. ASFP will not be held responsible for any Intellectual Property right infringement caused due to the use of content and/or material supplied by the customer.

6. Data protection

The ASFP fully complies with existing data protection legislation and in accordance with this will hold the data for administrative purposes. By completing the transaction, you give your consent that the information that you have provided will be held securely within the ASFP records and used to process your registration for training.

For further information on how the ASFP will collect, store and handle your personal data please refer to the ASFP Privacy Policy at <https://asfp.org.uk/privacy-policy>.

7. Privacy

ASFP takes the privacy and security of your personal information very seriously. Our Privacy Policy explains how we collect and use personal information in accordance with data protection laws. Our Privacy Policy can be found at <https://asfp.org.uk/privacy-policy>.

A copy of the online training platform provider's practices and policy with respect to the collection, use and disclosure of user information collected through the use of their technology services can be obtained directly from our online platform provider 'Freestone'.

8. Disclaimers

To the extent permitted by applicable law, we disclaim all representations and warranties (whether express or implied) as to the accuracy of any information contained within the online training course. We also do not guarantee that the content will be fault free or up to date and do not accept any liability for any omissions or errors.

ASFP does not give any warranty that the online training platform provider's website is free from viruses or anything else, which may have a harmful effect on any technology.

9. ASFP's right to vary these Terms and Conditions

ASFP have the right to revise and amend these Terms and Conditions without prior notice to reflect changes in technology, changes in payment methods, changes in relevant Laws and regulatory requirements and changes in ASFP system's capabilities.

You will be subject to the policies and Terms and Conditions in force at the time that you place a booking with ASFP, unless any change to those policies or these Terms and Conditions is required to be made by Law or Governmental authority (in which case it will apply to bookings previously made by you), or if ASFP notify you of the change to those policies or these Terms and Conditions before ASFP send you the Booking Confirmation (in which case ASFP have the right to assume that you have accepted the change to the Terms and Conditions, unless you notify ASFP to the contrary within 7 (seven) working days of receipt by you of the Booking Confirmation).

10. Law and Jurisdiction

Contracts for the booking of ASFP Training (both classroom and online) will be governed by the Law of England and Wales.

The invalidity or unenforceability of any term detailed in these Terms and Conditions shall not adversely affect the validity or enforceability of the remaining terms and rights.

Any dispute arising from, or related to, such Contracts shall be subject to the non-exclusive jurisdiction of the Courts of England and Wales.