

# EVENT / DIY BOOKING FORM

Organisation Details	
Organisation/School Name:	
Organisation/School Address:	
Organisations/Head Teacher's Name	
Organisation Telephone number	
Contact name	
Contact e-mail	
Contact Tel. No.	

Eye PAT Tutor Led Training Events (please enter details)				
Parental	Family	Teacher	Care/Health Worker	Pupil Workshops
£300 + £5 per pack + VAT	£300 + £5 per pack + VAT	£395 + £6 per pack + VAT	£395 + £6 per pack + VAT	From £300 + VAT
Date:	Date(s)	Date:	Date(s)	Date(s)
Time:	Times(s)	Time:	Times(s)	Times(s)
No of Packs required (*)	No of Packs required (*)	No of Packs required (*)	No of Packs required (*)	No of workshops req'd
Agreed Fee (excl. VAT)				
£	£	£	£	£

\* Please note packs may be ordered in advance by the school/organization or offered at the event to the attendees.

DIY Courses on CD (Course £49.95 + 10 Packs £50.00 + P&P £10.00* = £109.55 each)				
Parental Awareness	Family KS1	Family KS2	Family KS3	<p><b>DIY Courses</b> are sold on an annual license either in a downloadable or CD format. They contain the presentation + the lesson plan, course notes, games, activities, films etc. All printing of these course materials will be the responsibility of the school. The license permits use only by the named school for a period of 12 calendar months from the date of purchase and the course(s) may not be sold, given or lent to any other school.</p> <p><b>Packs</b> – Each pack contains an A4 studded plastic wallet, pad, pen, information sheets and CD containing the (150 page) Eye PAT Internet Safety Training Guide. There is a min order of 10 per course purchased, but it is recommended that one pack or CD is provided for each attendee. The Packs may not be copied or reproduced.</p> <p>All orders are subject to P&amp;P and VAT at the current rate. See online for P&amp;P costs on multiple orders.</p>
No of Packs req. (min 10 per course purchased)				
Sub Total = £		+ VAT £		
Total = £				

Signed	
Please Print Name and Job Title	
Date	



# EVENT / DIY BOOKING FORM

## TERMS AND CONDITIONS OF BUSINESS BETWEEN:

Eye PAT Limited of 101 Boverton Road, Llantwit Major, Vale of Glamorgan, CF61 1YA hereinafter 'Eye PAT' and 'The Client' being the organisation named on the booking form.

It is hereby agreed as follows: -

- 1. Request for Work**
  - 1.1. All requests for work placed by the client are as detailed on the booking form.
- 2. Cancellations**
  - 2.1. Cancellation by the client of valid work placed in accordance with 1 above will be without penalty where the cancellation occurs at more than 20 working days (excluding statutory holidays), notice of the intended event date. Cancellation by the client between 19 and 11 working days of the intended event, will incur a 50% fee, and cancellation by the client within 10 working days of the intended event date, will incur payment in full.
  - 2.2. The Client may request one change of date provided the replacement date falls within 2 calendar months of the original date. This date change must be agreed with Eye PAT and confirmed by Eye PAT in writing. Changes are not permitted within 10 working days of the intended event date.
- 3. Employment Status**
  - 3.1. Eye PAT will not at any time be deemed as, or treated as employees of the client. Neither Eye PAT nor the client will consider their partnership as "exclusive" and as such will not enjoy a preferred status.
  - 3.2. The client will not at any time be liable for any Taxation or National Insurance liabilities arising on Eye PAT as result of completing any work for the client pursuant to these terms and conditions.
- 4. Insurance**
  - 4.1. Eye PAT will provide evidence of all necessary Public Liability insurance cover upon the request of the client.
- 5. Expenses**
  - 5.1. Expenses incurred by Eye PAT are to be payable by the client only when previously agreed by the client and Eye PAT, and detailed in writing.
  - 5.2. The client will not be liable for any fines whatsoever incurred by the Eye PAT whilst carrying out the client's business.
- 6. Other Conditions**
  - 6.1. The client will treat all property belonging to Eye PAT with due care and attention. If property is damaged due to negligence or mistreatment, the client will compensate Eye PAT to the value of the items damaged.
  - 6.2. The client shall indemnify and keep indemnified Eye PAT against any claims made against Eye PAT by any third party.
- 7. Payment**
  - 7.1. Invoices are due within 14 days of issue date. Payments received within 9 working days of the event will be deemed to be late and will incur a £100 penalty charge.
- 8. Cost**
  - 8.1. The cost of the work is detailed on the invoice.
- 9. Termination**
  - 9.1. The client may terminate the order if Eye PAT breaches any terms of this agreement, or refuses to comply with the provisions of this agreement.
  - 9.2. Eye PAT may terminate the order if the client breaches any terms of this agreement, or refuses to comply with the provisions of this agreement.
- 10. Complete Agreement**
  - 10.1. This agreement is the entire agreement between the parties. All changes hereto are to be in writing and agreed between the parties.
- 11. Confidentiality**
  - 11.1. By entering into this agreement Eye PAT may from time to time be made aware of confidential information. As a condition of this agreement, Eye PAT will not, during the continuance of this agreement, nor after the termination thereof, disclose this information to associated companies or any other organisation or individual with whom their work brings them into contact.
- 12. Non-solicitation of Contractor**
  - 12.1. Throughout the Assignment Period and for a period of 24 months afterwards the Client will not procure the services of the Trainer other than with the written consent of Eye PAT. The Client hereby indemnifies Eye PAT for all financial loss it suffers arising from any breach by the Client of this Clause.
- 13. Use of Materials**
  - 13.1. All materials used and supplied by Eye PAT remain the property of Eye PAT and the Client will not use, copy, publish or reproduce these materials without the written consent of an Eye PAT Director. The Client hereby indemnifies Eye PAT for all financial loss it suffers arising from any breach by the Client of this Clause.