

Booking Form - For Room Hire Bookings

Pygmalion, 1 Alie Street, London E1 8DE

Tel: 020 7680 9599 | Fax: 020 7480 7606 | www.pygmalion.com

Description	Date / No. of days required	Special Set-Up Instructions	Special Instructions	Price

All prices are exclusive of VAT charged at 17.5%.

Please send joining instructions to : delegate(s) co-ordinator Email address for joining instructions _____

Subtotal

VAT

Total inc. VAT

Contact Details

Name:	Company Name:	Job title:
Address:		
Telephone:	Facsimile:	
Email:	Website:	
Are you a new customer: YES / NO (Please delete as appropriate). If yes, please can you complete your company registration and VAT number below:		
Company Registration No:	VAT Number:	

I have read, understood and fully accept the terms & conditions of booking and that payment is required on receipt of invoice.

Signed _____

Date _____

For onsite and closed courses only – I have completed the user- requirements document attached with the form. YES / NO (Please delete as appropriate). If NO, please state reason:

Invoice/ Account details.

PLEASE NOTE: Credit card payments will incur a 3.99% surcharge

Invoice Contact:	Tel:
Invoice address if different from above:	

Payment Details (if you are making a BACS transfer, please quote the Pygmalion invoice number on your transfer)

<input type="checkbox"/> Cheque enclosed (made payable to Pygmalion Limited)
<input type="checkbox"/> Please bill my Amex/ Visa Account no: _____ Exp. date: _____
Credit card address (if different from above):

BACS Transfers to HSBC Bank , 117 Great Portland St., London W1A 4UY

Account Name: Pygmalion Ltd Sort Code: 40-03-15 Account number: 81280481

VAT No: 503 3405 95

PYGMALION - TERMS AND CONDITIONS OF SALE

1. The Purchaser contracts with Pygmalion on its own behalf and on behalf of the persons (“delegates”) who are enrolled by the Purchaser on Pygmalion courses. This Agreement applies to any courses to be held on Pygmalion premises or on the Purchaser’s premises, as the case may be.
2. The Purchaser warrants that, unless otherwise notified to and agreed with Pygmalion, all delegates shall be employed directly by the Purchaser and the Purchaser undertakes to procure the delegates compliance with the terms and conditions of this Agreement. Any breach by a delegate of the terms and conditions under which Pygmalion’s services and/or the course materials are provided shall be deemed to be a breach of such terms and conditions by the Purchaser.
3. The Purchaser accepts responsibility for the compliance by its delegates with the terms and conditions of this Agreement and agrees to indemnify Pygmalion in full in respect of any loss, damage or injury suffered by Pygmalion or its employees by the conduct, act, negligence or omission of the Purchaser or any of its delegates.
4. The Purchaser acknowledges that all copyright and intellectual property rights in the training and course materials provided or supplied by Pygmalion are vested in Microsoft Inc. or Pygmalion, as the case may be, and the Purchaser shall not, without Pygmalion’s prior written consent, copy in whole or in part or distribute to any third party the course material. All rights in such materials are fully reserved. The recording, copying, loan and unauthorised use or hire, public showing or broadcasting of the course materials is strictly prohibited.
5. Pygmalion does not warrant the accuracy or correctness of the course materials and/or the training courses and/or of any other services provided by Pygmalion. Pygmalion does not accept any liability for any loss or damage, including any consequential loss howsoever arising, incurred by the Purchaser by its use of the course material or any other information provided by Pygmalion. Pygmalion does not guarantee a pass mark for any delegate entering into any examination subsequent to receiving any of Pygmalion’s services.
6. Pygmalion courses will commence on the date specified by Pygmalion in the joining instructions issued to the Purchaser. Pygmalion reserves the right to cancel, change or reschedule any courses as necessary. Pygmalion shall not be liable by any costs or damages suffered by the Purchaser or delegates as a result of any delays in delivery or the cancellation or postponement of any courses.
7. Pygmalion must receive payment for room hire in full plus VAT, 15 working days before the date of commencement of the room hire. Pygmalion shall be entitled to interest at the rate of 3% per annum above the HSBC Bank base rate ruling from time to time on all outstanding amounts, calculated from the date of commencement of the booked course, and to recover its expenses including legal fees and cost of collection. For international customers, Pygmalion recommends that your payment is made by electronic bank transfer or credit card to ensure your reservation on a course.
8. Unless the Purchaser notifies Pygmalion in writing or by email at least 15 days before the commencement of the date of room hire, the Purchaser agrees to pay Pygmalion the following charges in the event for whatever reason the delegate fails to attend or withdraws from the course and/or that the Purchaser cancels a course to be held on its own premises and/or the Purchaser requests a course to be rescheduled. These conditions also apply to Pygmalion passport holders.
Cancellations:
 - 0 – 15 working days prior to commencement:
 - o General & Passport bookings = 100% of room hire fee
 - 16 + working days prior to commencement:
 - o General & Passport bookings = Nil**Rescheduling:**
 - 0 - 15 working days prior to commencement:
 - o General bookings = 50% of room hire fee
 - 16 + working days prior to commencement:
 - o General bookings - Nil
9. Pygmalion reserves the right to charge the Purchaser additional fees for courses to be held out of normal office hours.
10. The Purchaser is required to ensure that the room is left in a good condition as per the condition it was hired in. Should there be any breakages or damage to Pygmalion’s property as a result of the Room Hire, the Purchaser will be required to compensate Pygmalion for any damages.
11. The Purchaser will not assign the benefit of this Agreement without the prior written consent of Pygmalion.
12. The waiver by Pygmalion of any breach of any term of this Agreement shall not prevent the subsequent enforcement of that term and shall not be deemed to be a waiver of any subsequent breach.
13. This Agreement shall be governed by English Law and the parties submit to the jurisdiction of the English High Court in the event of any dispute.
14. Enticement / Non-Solicitation - The Consultant and the Client undertake that they shall not without the other's prior written consent either during or within twelve months after completion of the Services or termination of this Agreement whichever is the later engage employ or otherwise solicit for employment any person who during the relevant period was an employee, associate or contractor of the other.
15. These terms and conditions supercede and replace any previous agreements, proposals, or representations made between the Purchaser and Pygmalion in regard to the courses, or to any other matter whatsoever. This Agreement constitutes the entire agreement between the Purchaser and Pygmalion and any variations or additions thereto shall be reduced to writing and signed by both parties.