

## EVENT TERMS OF SALE

**What these terms cover.** These are the terms and conditions on which we supply our events (the Event Terms of Sale).

**Why you should read them.** Please read these terms carefully before you submit your order to us. These terms tell you who we are, what to do if there is a problem and other important information. If you think that there is a mistake in these terms, please contact us to discuss.

### Definitions

In these Event Terms of Sale, the following capitalised words have these specific meanings.

**'Event(s)'** means any event or facility offered on the Website including without limitation: workshops, events, experiences, professional workshops, launches, conferences and hiring of premises.

**'Guest'** means a person attending an Event under a booking made by you.

**'International Event'** means any Event which takes place at a location outside of the United Kingdom.

**'Overnight Event'** means any Event involving the provision to you of at least one night's accommodation.

**'Website'** means [www.prcaawards.co.uk](http://www.prcaawards.co.uk) and/ or [www.prca.org.uk](http://www.prca.org.uk)

### Information about us and how to contact us

**Who we are.** We are the Public Relations and Communications Association (PRCA), a UK company registered under company number 009655117. Our registered office is at: 39 High Street, Battle, East Sussex, United Kingdom, TN33 0EE Our trading office is at: 82 Great Suffolk Street, London SE1 0BE. Our VAT number is: 23947492S

Making a booking on the Website involves creating a legally binding agreement between you and the PRCA. The parties to these Event Terms of Sale are: (1) the person who makes the purchase, referred to throughout the Event Terms of Sale as "you" or "your", and (2) our company, the PRCA, referred to in the Event Terms of Sale as "PRCA", "we", "our" and "us". You understand that by making the booking on behalf of any Guests you confirm that you are authorised to agree to these terms and conditions on behalf of each Guest.

**How to contact us.** You can contact us on email at [events@prca.org.uk](mailto:events@prca.org.uk). Our telephone number is 0207 2336026.

**How we may contact you.** If we have to contact you, we will do so by telephone or by writing to you at the email or phone number you provided to us in your order.

**"Writing" includes emails.** When we use the words "writing" or "written" in these terms, this includes emails.

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### Our rights to make changes

#### **Minor changes to the Events or these Event Terms of Sale.**

We may change the Events or these Event Terms of Sale:

- (a) to reflect changes in relevant laws and regulatory requirements; and
- (b) to implement minor technical adjustments and improvements. These changes will not materially impact the Event or your rights under these Event Terms of Sale.

#### **More significant changes to any Events and these Event Terms of Sale.**

In the event we make any significant changes to any Events we will use our reasonable endeavours to give you notice of these changes and if the Event you have ordered materially changes you will have the right to cancel your order and receive a refund.

### Event Bookings

When you book with us through our Website, the booking won't be confirmed until you have made full payment and we send you your booking confirmation email. We do reserve the right to refuse bookings for any lawful reason, although we don't expect to have to do this very often.

Unless otherwise agreed with the PRCA, all event bookings must be paid for in advance. We accept payment by debit or credit card, or by bank transfer using the bank details provided by invoice.

Invoices must be settled within 30 days of the invoice date. For invoices issued less than 30 days before the event, payment must be made before the event date.

We will usually email you your booking confirmation email within 24 hours to the email address you provided when you made your booking. If you have not received your booking confirmation email within 24 hours of payment, please check your spam or junk email folder or filter. Failing that, please contact us on [events@prca.org.uk](mailto:events@prca.org.uk). It is your responsibility to ensure that your email is set up to allow you to receive your booking confirmation email, and we cannot accept any liability for any consequences of you not doing so. We do not issue physical tickets for any of our Events.

We will have registered names on the event guest list. Please bring your booking confirmation email(s) with you to the Event and show it at the door to be admitted. Please make sure that you check the details carefully as soon as you receive the booking confirmation email. It is your responsibility to do this and we won't be able to help if you get the date, time or location wrong.

The price for each Event is displayed on the Website and must be paid in full, together with any booking fees, and in the currency stated, by debit or credit card at the time of booking.

### Cancellations or Changes to Event Bookings

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No refunds are allowed for awards Events. **For in-person events:**

- Cancellation at least 60 days prior to the Event: Full refund.
- Cancellation between 59 and 30 days prior the Event: 50% of the ticket price will be refunded.
- Cancellation less than 30 days prior the Event: No refund.

**For virtual events:**

- Cancellation more than 21 days prior the Event: Full refund.
- Cancellation 14 to 20 days before the Event: 80% of the ticket price refunded.
- Cancellation less than 14 days before the event: No refund.

Refunds can only be made to the original card used to make the order. In order to request a refund, please contact [events@prca.org.uk](mailto:events@prca.org.uk).

### **Attendee Substitutes**

The PRCA will allow attendee substitutes (from the same organisation) at no additional charge. Requests for substitutions must be sent via email to [events@prca.org.uk](mailto:events@prca.org.uk) at least 24 hours in advance.

### **Event Cancellations and Changes**

If we need to cancel an Event for any reason, we may do so at any time before the Event is scheduled to begin. We do not expect this to happen except in exceptional circumstances, and of course we'll refund your ticket money in full, or offer you a choice of alternative date or Event, but we won't be able to compensate you for any other expenses you've incurred in connection with the Event.

We will try to notify you of cancellations, but we can't guarantee this, especially when an Event is cancelled at short notice. Keeping your details updated will give us a better chance of reaching you in time.

Whilst speakers, topics and timings are confirmed at the time of publishing, circumstances beyond our control may necessitate substitutions, alterations or cancellations of the speaker, timings and/or topics. Any substitutions or alterations will be updated on our Website as soon as possible.

### **Dietary Requirements**

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If you have any special dietary, health or other requirements, please notify us at the time of booking in the check-out process or by emailing [events@prca.org.uk](mailto:events@prca.org.uk). We are able to accommodate most requirements but cannot guarantee this. Please note that it is your responsibility to contact us at the point of booking, and if necessary for your attendance, obtain confirmation by email that we can meet your needs. If it turns out that we are unable to meet your requirements, you will be entitled to a refund.

### **Concessions**

PRCA Members are eligible for reduced ticket prices. Memberships must still be valid at the date of the Event. Please do not transfer your member discount to non- members.

### **Attendance and Conduct**

We may have to carry out security searches on occasion, and admittance will be conditional on your co-operation.

We may sometimes film, photograph or otherwise record our Events. Please note that your consent to being filmed or recorded as an attendee is a condition of this contract. By buying a ticket, you confirm the consent of you and all your Guests to being filmed or recorded. The recordings may be made available to the public via the Website or by other means.

For everyone's sake, we (and on our behalf, the staff of the venue) reserve the right to refuse you and/or any Guest admission or ask you and/or any Guest to leave if we think you and/or they are behaving in a disruptive way or in a way that violates the venue's rules, or in a way that is likely to cause damage, nuisance, offence or injury. Just to be clear, this kind of behaviour includes using mobile phones after being asked to turn them off or using recording or photographic equipment without authorisation. We will not issue any refund in this event.

We also request, and by entering into these Event Terms of Sale you agree, to ensure that you and all Guest(s) attending an Event under a booking made by you comply with all health and safety, licensing, and other rules and regulations of the venue or applicable to the venue. It is your responsibility to familiarise yourself and all Guest(s) with any rules and regulations that apply. You also agree not to bring in any illegal or hazardous items. It is your responsibility to ensure your own safety and security whilst attending an Event.

You also agree to comply with any reasonable request by the staff at the venue or supervising the Event (for example, without limitation, requests relating to health and safety).

### **Limitations of Liability**

Nothing in these Event Terms of Sale excludes or limits our liability for personal injury or death caused by our negligence or in any other circumstance where such limitation of liability is not permitted by applicable law.

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Subject to the above, our total aggregate liability in contract, tort (including negligence or breach of statutory duty), misrepresentation, restitution or otherwise arising in connection with these Event Terms of Sale, shall be limited to the total amount received by us from you in connection with the Event or Event(s) giving rise to such liability.

You attend and participate in Events at your own risk. We accept no responsibility for any of the following:

- In respect of any person prevented from entering a venue, or asked to leave due to their conduct
- Costs or expenses whatsoever or howsoever arising out of or in connection with any Event
- Loss or damage to personal property
- Personal injury, except as set out above. Liability is specifically excluded in respect of any dietary, health or other special requirement of which we were not informed at the time of booking
- Loss of data, profit, revenue, use, business, anticipated savings, goodwill, reputation or opportunity, financial or economic loss or any indirect or consequential loss or damage.

### **Data Protection**

When you book to attend an Event, we will collect and store your name, job title, organisation name, and email address for entry and security purposes. Your contact details will not be shared with any third parties.

In processing your personal data under these Event Terms of Sale, we comply with all applicable Data Protection legislation. Please see our [Privacy Policy](#) for details.

### **Intellectual Property**

All intellectual property in connection with any Events and any services provided by us belong and are the sole property of the PRCA or our licensors, including any website, trademark or trade name, logo, software, text and graphics, and you agree that you will not infringe any such rights in any way.

Any materials provided during the event, including presentations, handouts, and recordings, are for personal use only. Participants shall not reproduce, distribute, or publish these materials without obtaining prior written consent from the PRCA.

### **Force Majeure**

We will not be liable for any breach of these Event Terms of Sale which is a result of circumstances beyond our reasonable control, including but not limited to strike, lock-out, labour dispute, acts of God, acts of terrorism, war, riot, civil commotion, malicious damage, epidemic or pandemic, compliance with a law or governmental order, rule, regulation or direction, accident, breakdown of plant or machinery, insolvency or bankruptcy of either party or any third party, fire, flood, snow and storm, exceptional weather conditions, difficulty or increased cost in obtaining venues and other circumstances affecting the Events and workshops we provide.

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### **Rights of Third Parties**

A person who is not a party to this contract has no rights to rely upon or enforce any term of this contract. This does not affect any right or remedy of a third party which exists or is available outside of the Contracts (Rights of Third Parties) Act 1999.

### **Assignment**

You may not transfer, assign or otherwise dispose of your interest in these Event Terms of Sale without our prior written consent.

### **Severability**

If any provision in these Event Terms of Sale is deemed to be illegal, unenforceable or invalid for any reason, it shall be deemed to have been struck out and the remaining provisions shall survive and continue to be binding and enforceable.

### **No Waiver**

Any failure by us to enforce any provision of these Event Terms of Sale at any time shall not be construed as a waiver of such provision and shall not affect our right to enforce such provision.

### **Governing law and Jurisdiction**

These Event Terms of Sale are governed by English law and jurisdiction.