

Workshop & Course Booking Terms

These Workshop & Course Booking Terms ("Terms") apply to all individuals and organizations ("the Client", "you", "your") booking a place on any workshop, course, or training event (the "Event") provided by **Navigate Business** ("the Company", "we", "us", "our").

By booking an Event, you agree to be bound by these Terms.

1. Booking and Confirmation

1.1. Bookings must be made through our website (navigatebusiness.co.uk) or via a formal invoice process for organizational clients. 1.2. A legally binding contract is formed when we issue a booking confirmation email to you. 1.3. For individual bookings, your place is not guaranteed until full payment has been received.

2. Fees and Payment

2.1. The fees for the Event are as stated at the time of booking.

2.2. **Current workshop prices (as advertised on our website) are:**

- **Start-Up in a Day:** £100
- **Content That Converts:** £100
- **AI for Small Business:** £120
- **Leadership for Small Teams:** £150

2.3. Unless otherwise stated on the booking page or agreed in writing, these prices cover attendance and any standard materials supplied as part of the Event.

2.4. All fees must be paid in full prior to the Event start date unless otherwise agreed in writing.

2.5. We reserve the right to refuse entry to any Event if the fees have not been paid in full.

3. Client Cancellation and Refunds

3.1. If you wish to cancel your booking, you must notify us in writing via email. 3.2. **Refund Policy:**

- **More than 14 days before the Event:** Full refund minus a £20 administration fee.
- **Between 7 and 14 days before the Event:** 50% refund.
- **Less than 7 days before the Event:** No refund will be provided. 3.3. **Substitutions:** You may transfer your place to another person at any time before the Event starts at no extra cost, provided you notify us in writing of the change. 3.4. **No-shows:** No refunds or credits will be given for non-attendance.

4. Cancellation or Rescheduling by Navigate Business

4.1. We reserve the right to cancel or reschedule an Event due to low enrollment, speaker illness, or unforeseen circumstances beyond our control. 4.2. In the event of a cancellation by us, you will be of-

ferred a full refund or the choice to transfer your booking to a future date. 4.3. Our liability in the event of cancellation is limited strictly to the refund of the Event fee. We are not liable for any travel, accommodation, or other consequential losses incurred by the Client.

5. Intellectual Property

5.1. All materials, tools, templates, and content provided during the Event (the "Materials") are the intellectual property of Navigate Business. 5.2. You are granted a personal, non-exclusive license to use the Materials for your own business or professional development. 5.3. You must not copy, reproduce, distribute, or sell the Materials, nor use them to create your own competing training programs without our express written consent.

6. Nature of Services and Disclaimer

6.1. Our workshops and courses provide practical business support and mentoring based on over 30 years of experience. They do not constitute legal, financial, or tax advice. 6.2. While we provide "straight-talking" and actionable strategies, we do not guarantee specific business results, income levels, or success. The implementation and results of the training are the sole responsibility of the Client. 6.3. We do not accept liability for any loss or damage resulting from the use of information or materials provided during the Event.

7. Attendance and Conduct

7.1. We expect all participants to behave professionally and respectfully toward the trainer and other attendees. 7.2. We reserve the right to exclude any participant from an Event if their behavior is deemed disruptive, offensive, or inappropriate. In such cases, no refund will be issued. 7.3. For online Events, it is the Client's responsibility to ensure they have a stable internet connection and the necessary hardware/software to participate.

8. Data Protection

8.1. We process your personal data in accordance with our Privacy Policy, which can be found on our website. 8.2. By attending an Event, you acknowledge that we may take photographs or recordings for marketing purposes. If you do not wish to be photographed or recorded, please notify the trainer at the start of the session.

9. Governing Law

9.1. These Terms are governed by and construed in accordance with the laws of England and Wales. 9.2. Any disputes arising out of or in connection with these Terms shall be subject to the exclusive jurisdiction of the courts of England and Wales.