



# REACHING POTENTIAL



STRENGTHENING LOCAL VOLUNTARY AND COMMUNITY ORGANISATIONS

## BOOKING TERMS AND CONDITIONS

### Access to Training

The majority of Kensington & Chelsea Social Council's (KCSC) training and events are funded and so are provided free of charge to local voluntary and community organisations in Kensington and Chelsea.

To be considered a local organisation over 60% of beneficiaries must be resident in the Royal Borough of Kensington and Chelsea.

Our training and events are open to workers and volunteers from local voluntary and community organisations. Individuals cannot attend unless they can demonstrate they are working to benefit the local community.

Bookings are accepted on a first come first served basis. However KCSC reserves the right to limit the number of attendees from a single organisation if necessary to allow more organisations to attend. In such cases KCSC will operate a reserve list.

### Booking

Upon booking you will receive a confirmation email. Please retain the email as evidence of booking for the event.

### Payments

If a payment is required, payments can be made by cheque/postal order made payable to Kensington & Chelsea Social Council, via PayPal, Visa/Debit card. Organisations may request an invoice but a place is not guaranteed until payment has been received in full.

### If you are unable to attend

If for any reason you cannot attend an event having registered we are happy to accept a substitute from your organisation.

### Cancellation & Punctuality

**Attendees who fail to attend, arrive late or leave early without notifying us at least 3 days in advance of the event start time in writing or by email will be charged a cancellation fee of £30.**