



**Terms and Conditions
for Participants at Bridge Pastoral Foundation Events**

These Terms and Conditions apply to all BPF events and to all participants at such events. If you have any query or doubt as to their application or meaning then please contact the BPF Administrator for clarification.

1. Application and registration for BPF events

- 1.1. Attendance at any BPF event is subject to completion of the appropriate application form.
- 1.2. Acceptance of applications is, in the first instance, subject to the availability of places at the particular BPF event.
- 1.3. Notwithstanding 1.2 above, BPF reserves the right to decline any application for a place at a BPF event. Where an application is declined, the applicant will be notified in writing.
- 1.4. Where an application is declined because of an insufficiency of places the applicant may be placed on a reserve list.
- 1.5. All applicants to a BPF event must be at least 18 years of age at the time of application.
- 1.6. Any applicant under medical/psychiatric care or taking significant medication is required to contact the BPF office before applying.
- 1.7. BPF does not permit the promotion or advertisement of outside or personal interests, programmes, societies, seminars, associations, organisations, talks or speakers or the like at any BPF event without the express permission of the Chairperson.

2. Payment

- 2.1. Full payment for a BPF event must be received at least 14 days before the event unless prior alternative arrangements have been agreed with the organiser.
- 2.2. Payment of the registration or application fee (or deposit, where one is required) shall be deemed to constitute an acceptance of these terms and conditions on the part of the participant.



3. **Attendance at a BPF event**

- 3.1. BPF commits to providing a safe and secure environment for all participants at its events.
- 3.2. In order to ensure the existence of such an environment, it may occasionally be necessary to require a participant to leave a group or event either temporarily or permanently.
- 3.3. In such circumstances the continued presence of such a participant at the event is at the discretion of the person with clinical responsibility for that event.
- 3.4. BPF shall not be liable for any refund of fees paid or costs incurred where a participant leaves an event before its conclusion either at the request of BPF or for any other reason. Notwithstanding this the Trustees of BPF may, at their discretion, refund all or part of any monies paid by a participant who is unable to take up their place or remain at an event.
- 3.5. BPF activities generally rely on participation within small groups and BPF is unable to offer individual therapy away from the group.

4. **Participant Cancellation Policy**

- 4.1. Cancellations must be notified in writing to the BPF Administrator or organiser of the event.
- 4.2. A participant who cancels their place at a BPF residential event 14 or more days prior to the first day of the event will receive a refund of any fees already paid less the non-returnable deposit.
- 4.3. A participant who cancels their place on a BPF non-residential event 14 or more days prior to the first day of the event will receive a refund of the any fees already paid less an administration charge of 10% of the full fee.
- 4.4. A participant who cancels their place less than 14 days prior to the start of any BPF event or fails to attend an event at which they have a confirmed place shall be liable for the full event fee. Notwithstanding this, the Trustees of BPF may, at their discretion, refund all or part of any monies paid to a participant who is unable to take up their place.
- 4.5. If a participant cancels their application to a BPF event and does not receive a written acknowledgement of the cancellation within 5 working days, they should contact the BPF Administrator.
- 4.6. Participants may not transfer or reassign their place at a BPF event without the express permission of BPF.



5. **Liability**

- 5.1. BPF reserves the right to make changes to the content, timing, speakers or the venue for any event.
- 5.2. BPF reserves the right to cancel any event as a result of insufficient interest, or other unavoidable or unforeseeable circumstances.
- 5.3. If an event is cancelled by the organisation, any monies paid to BPF by way of deposits and fees will be refunded. This shall be the maximum extent of the liability of BPF.
- 5.4. BPF does not accept liability for any loss or damage sustained by any person attending a BPF event.
- 5.5. BPF recommends that participants hold appropriate travel insurance.

6. **Information held by BPF**

- 6.1. The information you provide is NOT shared with third parties except where it is necessary to notify particular event venues of accommodation, dietary or other special needs.
- 6.2. When a participant's application to a BPF event is accepted, relevant details may be passed on to 3rd parties involved in the event, both within and outside BPF (e.g. venues, accommodation and catering providers, the clinical director) in order to facilitate the efficient administration of the event. This may include the participant's name, dietary requirements (if any) and any previous participation in BPF events (if appropriate). If this provision causes you any particular concern then please contact the BPF Administrator to discuss the matter further.
- 6.3. BPF may also use participants' contact details including email addresses to inform current participants of event updates or future events.
- 6.4. If a participant does not wish to have their email addresses included in the BPF distribution list for future events, they should inform the BPF Administrator. NB Any such list would always be sent as a blind copy so that individuals' email addresses are not visible to any other party.

7. **Copyright**

- 7.1. No participant at a BPF event is permitted to reproduce or pass on any materials provided by BPF without the express permission of BPF.
- 7.2. Participants are not permitted to film or record in any way a presentation or speaker at a BPF event without the express permission of BPF.



8. **Participants with Particular Requirements**

- 8.1. Any participant who has indicated particular requirements, due to a disability or for any other reason, on their application form, may be contacted prior to the beginning of the event to discuss their residential and event specific requirements. Should a particular requirement arise after the date of application but before the commencement of the event then the applicant should notify the BPF Administrator as soon as reasonably practicable so that their requirements can be discussed.
- 8.2. BPF will take all reasonable steps to accommodate and meet such requirements as notified to it under paragraph 8.1. However, in the event that BPF is unable to meet such requirements, the participant will be notified as soon as practicable. Where this notification causes a participant to be unable to attend the event, all monies paid will be refunded.
- 8.3. In order to ensure that specific requirements can be met, participants at a BPF event are required to notify the office of any special dietary requirements at least 14 days before the start of the event.

9. **Complaints Procedure**

- 9.1. Participants who feel they have grounds for complaint are referred to BPF's own complaints procedures available from the office.

Definitions:

BPF	The Bridge Pastoral Foundation
BPF Event	Any conference, seminar, training day, primal weekend, presentation or the like organised by or with BPF.
BPF Residential Event	Any BPF event which takes place over two or more consecutive days and where participants stay overnight in accommodation arranged by BPF
Participant	Any person who has applied to attend or is attending a BPF event in any capacity.
The Chairperson	Is the Chairperson of the Bridge Pastoral Foundation, they can be contacted through the BPF Office.
The Office	The registered office of the Bridge Pastoral Foundation, currently at: GBJ Financial Chartered Accountants 27, Hatchlands Road, Redhill, RH1 6RW
The Administrator	The Administrator of the Bridge Pastoral Foundation who can be contacted at: Whitfield Parish Church, Haddington Crescent, Dundee, DD4 0NA