

Booking Terms & Conditions

1. Definitions
 The 'Organiser' refers to the Confederation of Passenger Transport UK (CPT) and its employees.
 The 'Booker' refers to any individual who submits a booking.
 The 'Attendee' refers to any individual registered to attend the event or is present at the event.
 The 'Contract' refers to a binding agreement.
 The 'Event' refers to the occasion in which these Terms & Condition are attached to.
 The 'Venue' refers to the premises in which the event takes place.
 The 'Charge' refers to any monetary fee associated with an event.
2. Submitting a booking indicates acceptance of these Terms & Conditions and forms a contract between the Booker, the Attendee and the Organiser.
3. Should the Booker act on behalf of an Attendee, the Booker is signifying that they have permission to form a contract on their behalf.
4. A booking is not confirmed until charges have been settled, at which time the booking is deemed accepted by the Organiser. For events without charge, a booking is deemed accepted upon written confirmation from the Organiser.
5. In the event that terms of the charge fail to be met, whether as to the amount or date of payment, the Organiser reserves the right to resell or reallocate tickets.
6. Once accepted by the Organiser, charges are non-refundable, However, transfer to an alternate Attendee may be possible and requests should be submitted in writing to the Organiser (approval is not guaranteed and must fall within the event criteria e.g. tickets for a member-only event cannot be transferred to a non-member Attendee).
7. Should the Organiser need to cancel the event due to reasons beyond their control, charges will be refunded in full. Under such circumstances, the Organiser will not liable for any other costs, including but not limited to travel and accommodation.
8. The Organiser reserves the right to alter content, venue or timing of the event.
9. Should the Organiser consider the behaviour of an Attendee, either prior to or during the event, to be detrimental to others then the Organiser reserved the right to terminate participation. Detrimental behaviour includes, but is not limited to:
 - Bullying, harassment and victimisation;
 - Dangerous or inappropriate actions, including excessive intoxication and confrontation;
 - Defamation of the Organiser, venue staff, fellow Attendees and all other relevant parties.

In the event of a cancellation under the grounds of detrimental behaviour, charges will not be refunded.

10. In order to administer the event, the Organiser will is required to collect data from Bookers and Attendees. Further information on CPT's GDPR Policy can be viewed here <https://www.cpt-uk.org/gdpr-policy/>
11. From time to time, the Organiser may share Attendee details, including name, job title, organisation and email address, with event sponsors. In accordance with GDPR and the Data Protection Act 2018, attendees have the right to opt out of such data sharing and may indicate this preference on the booking form or by contacting the Organiser at events@cpt-uk.org prior to or during the event.
12. Photographs and video footage may be taken by the Organiser and used for promotional purposes. If an Attendee does not wish to be included, please make the Organiser aware prior to the event.
13. The Organiser is committed to providing accessibility for all, however, at times this may be beyond their control. Should an Attendee have specific requirements, please make the Organiser aware prior to submitting a booking so that confirmation of suitability or additional arrangements can be made.



14. In addition to the above Terms & Conditions, CPT members are reminded that membership and participation in member events is subject to the CPT Membership Code of Conduct. Both the Operator and Supplier Member Code of Conduct can be accessed here <https://www.cpt-uk.org/resource-centre/member-resources/>