



purely people

www.purelypeople.com

**PURELY PEOPLE (UK) LIMITED**  
**TERMS AND CONDITIONS FOR**  
**WORKSHOPS AND FACILITATION**

**ABOUT US**

Purely People (UK) Limited is a company providing Consultancy, Performance/ Executive Coaching, One-On-One Coach-Consultancy Leadership and Management Sessions, 360 Degree Feedback, Psychometrics, Bespoke Workshops, Facilitation Services, Mindfulness and Recruitment profiling.

**Our business address is:**

Purely People UK Limited  
27 Old Gloucester Street,  
London,  
WC1N 3AX  
United Kingdom.

**You can contact us by post at the above address, or by email: [info@purelypeople.com](mailto:info@purelypeople.com)**

**Or by telephone on:**

+44 (0) 207 419 5031  
+44 (0) 1484 860488.

**Directors:** Jim Hicks and Lisa Capaldi

If you contact us by email, please allow one working day to get back to you to take account of time zone differences.

**ACCOUNTING AND PAYMENT INFORMATION**

**VAT number:** 853 6492 00

**UK company registration number:** 05262112

## **PAYMENT**

**For BACS payment please request bank details.**

## **INSURANCE**

We have professional Indemnity for business and management consultants.  
General liability – public and products liability.  
Provided by Hiscox Insurance Company Limited.  
Certificate available on request.

## **TERMS & CONDITIONS FOR WORKSHOPS AND FACILITATION SERVICES**

We will issue a proposal for our services which maybe in hard copy form or by email. Your written acceptance of our proposal in hard copy or by email, serves to form a binding “Agreement” and the following terms and conditions shall apply.

### **FEES INCLUDING PREPAYMENT**

Upon “Agreement” that Purely People will provide its services to you on the agreed date, an invoice will be raised for 50% of the total fee quoted and payment must be received and cleared no less than 10 days prior to the agreed service date.

The fees payable will have VAT applied at the standard rate of 20%  
Where expenses are agreed, these will be included as part of the final invoice issued after the service has been provided.

### **TERMS OF PAYMENT**

The “Sponsor” shall pay the price of the Services without any deduction within 30 days of the date of the “Service Provider’s” invoice. Receipts for payment will be issued upon request.

Overdue fees will be subject to interest chargeable at a rate of 10% over the Bank of England base rate.

## **CANCELLATION POLICY**

Any cancellation should be made by telephone and confirmed in writing.

In the event of the “Sponsor” cancelling the “Workshop or Facilitation Session”, the following fees will be due:

### **For cancellations of:**

Less than 14 days 80% of total fee is payable

Between 15 and 21 days 65% of the total fee

Between 22 and 28 days 50% of the total fee

Requests for a change to an already agreed date will not be permitted with less than 14 days notice and will be classed as cancellation and charged at 80% of total fee.

Date changes may be requested between 15 and 28 days prior to the agreed date of service provision, but cannot be guaranteed. In the event that a date change is possible, any further requests for a subsequent date change will be classed as cancellation and charged at 80% of the total fee.

Should Purely People cancel a “Workshop or Facilitation Session” due to circumstances beyond their control; the “Sponsor” will be offered an alternative date and time.

## **LOCATION & ROOM REQUIREMENTS**

- We will conduct the “Workshop or Facilitation Session” at the “Sponsor’s” premises, unless otherwise requested.
- We need access to the room 1 hour prior to the commencement of the “Workshop or Facilitation Session”.
- The room must comfortably accommodate all “Attendees” and unless otherwise agreed between both parties.
- The room must have a monitor or projector suitable for all candidates to see; in addition, it must have the necessary cable to plug into a laptop (provided by Purely People).
- The provision of one flipchart (3M Post IT or equivalent) and marker pens, pens and paper for individual note taking.
- The provision of refreshments for the “Attendees” is recommended.
- “Attendees” shall act reasonably throughout the “Workshop or Facilitation Session” - we may remove an “Attendee” from a “Workshop or Facilitation Session”, where in our opinion the “Attendee” is behaving in an unreasonable manner.

## **TIMES**

- All of our “Workshop or Facilitation Sessions” starts at 10am and finishes by 5pm. We reserve the right to continue up to 5.30pm or to finish earlier if we deem it appropriate.
- Breaks are scheduled in the morning, in the afternoon as well as at lunchtime.

## **FEEDBACK FORMS & ACTION POINTS**

- A feedback form will be issued at the end of the “Workshop or Facilitation Session”, to be completed by the “Attendees”. This may be in hard copy form or emailed to the “Attendee”.
- Within the feedback form there is an action session where “Attendees” commit to what it is they will do differently as a result of the “Workshop or Facilitation Session”. This section will be forwarded to the line manager or Human Resources.
- Purely People will collate the feedback and a summary provided for the “Sponsor”.
- Purely People use comments from feedback forms for the purpose of marketing their products and services. The “Attendee” is required to provide permission for such use and have the option to withhold their name.

## **PRESENTATION, MATERIAL AND HANDOUTS**

- Purely People retain the copyright in the delivery of their work, and any materials provided. Whole presentations will not be provided in a hard copy or electronic format.
- Purely People’s “Workshops or Facilitation Sessions” are constantly reviewed and improved and therefore we reserve the right to alter course content without prior notice. Any notable change in content or delivery will be discussed and agreed with the “Sponsor” in advance.
- Handouts will be provided as an aid for the “Attendees” who attended the “Workshop or Facilitation Session”. These may be forwarded on email shortly after the “Workshop or Facilitation Session”.
- Please see copyright information below.

## **CONSULTANTS**

Jim Hicks and/or Lisa Capaldi will facilitate the “Workshop or Facilitation Session”, unless otherwise agreed.

## HEALTH & SAFETY

The parties shall comply with all applicable health and safety legislation and codes of practice.

## COPYRIGHT AND INTELLECTUAL PROPERTY

We retain copyright and all other rights in documents and materials provided.

The “Sponsor” shall ensure that all of its relevant employees and its customers are advised that the Intellectual Property Rights and copyright are the absolute property of the “Service Provider” and shall ensure that all of its employees and its customers comply with the Conditions.

## DEFINITIONS

“**Sponsor**” means the organisation identified in the proposal.

“**Agreement**” means these terms and conditions and the acceptance of the proposal.

“**Attendees**” mean the individuals who are to attend the “Workshop or Facilitation Session” as set out in the proposal.

“**Service Provider**” means the company providing the services. i.e. Purely People (UK) Ltd

“**Workshop or Facilitation Session**” means the services to be provided by us to you in accordance with the terms of the agreement.

We care very much about the standard of the service we offer our customers. Please contact us if you are dissatisfied in any way - we will try to do our best to resolve any problems that may arise.

We may terminate the Agreement if the Sponsor is in material breach and fails to remedy that breach within fourteen days of being notified in writing of the breach and the Sponsor shall immediately pay to us all outstanding sums due for Coaching Services provided.

The Agreement shall be governed by English law.