



## Terms and Conditions

### Cancellations:

- To cancel a booking, notice must be emailed to the Events Manager at [events@bvrla.co.uk](mailto:events@bvrla.co.uk)
- You will be eligible for a 75% refund, less an administration fee of £35+VAT, when notice is given by 23:59 on December 31<sup>st</sup> 2019.
- You will be eligible for a 50% refund, less an administration fee of £35+VAT, when notice is given by 23:59 on January 31<sup>st</sup> 2020.
- You will not be eligible for a refund when notice is given after 23:59 on January 31<sup>st</sup> 2020. An administration fee of £35+VAT will be incurred.

### Substitutions

- There is no charge to substitute attendees. However, requests must be emailed to [events@bvrla.co.uk](mailto:events@bvrla.co.uk) no later than noon on February 29<sup>th</sup> 2020.

#### **British Vehicle Rental and Leasing Association**

River Lodge, Badminton Court, Amersham, Bucks HP7 0DD  
tel: 01494 434747 fax: 01494 434499 e-mail: [info@bvrla.co.uk](mailto:info@bvrla.co.uk) web: [www.bvrla.co.uk](http://www.bvrla.co.uk)

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Chairwoman: Nina Bell  
A company limited by guarantee

Chief Executive: Gerry Keaney  
Registered Office as above

Registered in England No. 924401