

## Intermediate Marina Managers Course 11 – 14 October 2016 – Southampton, UK

### *Helping the Best Become Better*

British Marine, in conjunction with the Global Marina Institute (GMI) presents the internationally renowned Intermediate Marina Management Course.

This four-day course is designed to provide marina personnel in a leadership position with fast-track training in the critical issues in marinas. It is aimed at managers, supervisors and foremen who have had at least one full year of experience working at this level.

Leading speakers will present a wide variety of topics including:

- ◆ Leadership Development
- ◆ Health and Safety
- ◆ Budgeting and Accounting
- ◆ Environmental Management
- ◆ Maritime Law
- ◆ Customer Service

Each day is packed with a range of learning opportunities, including formal classes and lectures, informal discussions, field trip to nearby marinas, group projects, marina/boatyard industry networking and evening classes and discussions.

The Course will be held in Southampton, UK from **Tuesday 11 to Friday 14 October 2016**. The Course is residential; there is no non-residential option.

The cost of the Course is:

- British Marine Members - £1,750 + VAT
- TYHA Overseas Members - £1,980 + VAT (where applicable)
- Non British Marine Members - £2,215 + VAT

The fee includes the course fee, accommodation, all meals, course notes and field trip costs.

Places will be strictly limited, so early registration is advised. To ensure a wide mix of delegates, no more than two people from the same marina organisation can attend the course. The course will be taught in English.

To book your place, please contact:

Liv Whetmore, Training & Events Co-ordinator, British Marine

Tel: +44 (0) 1784 223631

Fax: +44 (0) 1784 475852

Email: [lwhetmore@britishmarine.co.uk](mailto:lwhetmore@britishmarine.co.uk).

# BOOKING FORM - INTERMEDIATE MARINA MANAGEMENT COURSE - OCTOBER 2016

## SECTION 1 – PERSONAL DETAILS

Title:	Mr / Mrs / Miss / Ms / Dr / other – please state	
Name:		
Job title:		
Company:		
Address:		
	Postcode:	
Telephone number:		
Mobile number:		
Email address:		
Website:		
In case of an emergency	Name:	Mobile Number
	Relationship	

## SECTION 2 – APPLICANT'S BACKGROUND

How long have you held a management position in your marina/boatyard?	
Please give an outline of your current responsibilities.	
<b>Please attached Curriculum Vitae / Resume to your application</b>	

## SECTION 3 – MARINA DETAILS

No: of Employees:	Permanent :
	Seasonal:
Services – Profit Centres – (please tick)	
Fuel	Tenants
Repairs	Chandlery
Brokerage	Other
Boat Capacity	
No. of Wet Berths:	No. of Moorings:
No. of Dry Berths:	

## Application Requirements

1. Applicants must have a minimum of one year's relevant management experience. British Marine will assess the application against this requirement
2. **Please attach:** An up to date Curriculum Vitae/ Resume (maximum two pages)  
Completed booking form  
Signed Terms and Conditions (overleaf)

### PAYMENT OF FEES

1. **A deposit of 50% of the course fee is required with each application; the deposit is only refundable if the delegate does not meet the entry requirements.**
2. The remaining course fees are payable by 11 August 2016.
3. All applications received after 11 August 2016 need to be accompanied by full payment.
4. The Fees include the course fees, course materials, accommodation, meals and field trip.

**British Marine Member:** I enclose a cheque for £875 + VAT (£1,050) as my deposit. The remainder of £875 + VAT (£1,050) is payable by 11 August 2016.

or

**TYHA Overseas Member:** I enclose a cheque for £990 as my deposit. The remainder of £990 is payable by 11 August 2016.

or

**Non British Marine Member:** I enclose a cheque for £1,107.50 + VAT (£1,329) as my deposit. The remainder of £1,107.50 + VAT (£1,329) is payable by 11 August 2016.

or

I enclose a cheque for £1,750 + VAT (£2,100) (**British Marine Members**)

*Cheques payable to British Marine Federation Ltd*

or

I enclose a cheque for £1,980 (**TYHA Overseas Members**)

or

I enclose a cheque for £2,215 + VAT (£2,658) (**Non British Marine Members**)

Please charge my credit card with £ \_\_\_\_\_ using the following details:

Expiry Date:

Name on Card: \_\_\_\_\_ Security No:

Or by BACS to: 30-94-42 01131274

or

- Please send my company an invoice

I have read the Terms and Conditions (overleaf) to be bound by them. I understand that my application details stored by British Marine. The Data Protection Act 1998 applies.

Signed:

Date:

Please return your form to:

Liv Whetmore, British Marine, Marine House, Thorpe Lea Road, Egham, Surrey, TW20 8BF, UK

Direct telephone: + 44 (0)1784 223631; fax: +44 (0)1784 475852

Email: [lwetmore@britishmarine.co.uk](mailto:lwetmore@britishmarine.co.uk)

## TERMS AND CONDITIONS

### 1. DEFINITIONS

**1.1 Applicant:** the person or organisation stated on the Booking Form as being responsible for payment of the Course Fees.

**1.2 British Marine:** means the Course provider, British Marine Federation, (company registration number 2592536), whose registered office is at Marine House, Thorpe Lea Road, Egham, Surrey TW20 8BF.

**1.3 Delegate:** the person stated on the Booking Form as the Course attendee.

**1.4 Course:** the course run either within the UK or abroad by the British Marine Federation as stated on the Booking Form.

**1.5 Course Fee:** the fee charged by the British Marine Federation for a place on the Course, as advertised by the British Marine Federation in the Course Information.

**1.6 Course Information:** the information sheet(s) and web pages published by the British Marine Federation in relation to the Course.

**1.7 Minimum Entry Requirement:** the minimum requirements (if any) to be met by Delegates before they may take part in the Course, as specified by the British Marine Federation on the Course Information.

**1.8 Booking Form:** means the booking form for the relevant Course.

### 2. BOOKINGS

**2.1 Booking Forms** must be submitted with a deposit against the Course Fee or full payment of the Course Fee, as stipulated in the Course Information.

**2.2 All Course Fees** are expressed as a VAT exclusive amount and include accommodation, meals, course notes and field trip costs.

**2.3 Booking Forms** submitted without the relevant payment will

not be processed until the payment is received.

**2.4 Delegates** will not be permitted to attend the Course if the balance of the Course Fee has not been paid in full by the last working day prior to the Course commencement. The Course Fee is in any case due by the date stipulated in the Course Information.

**2.5 Places** on the Course are limited and will be allocated by British Marine Federation on a "first come first served" basis to Delegates who meet the Minimum Entry Requirements. Submission of a Booking Form does not guarantee admission to the Course.

**2.6 To ensure** a wide mix of delegates, no more than two people from the same marina organisation can attend the Course.

**2.7 British Marine Federation** will write to successful Delegates confirming their place on the Course. Bookings will remain provisional (and therefore capable of cancellation at any time without penalty) until this written confirmation is issued.

### 3. CANCELLATIONS AND SUBSTITUTIONS

**3.1 If the British Marine Federation** cancels the Course the Applicant will receive a full refund of the Course Fee.

**3.2 The deposit** is non-refundable except where the Delegate does not meet the Minimum Entry Requirement at the time of application.

**3.3 If the Applicant** cancels the booking for the Course giving the British Marine Federation more than 60 working days' notice in writing, the Applicant will receive a full refund less the deposit which is non-refundable, or if the Applicant prefers, one complimentary place on the Course on another date, subject to

availability. If the Applicant accepts a complimentary place, the Applicant waives the right to cancel or receive a full refund.

**3.4 Alternatively** in exceptional circumstances the British Marine Federation will allow the substitution of an alternative Delegate provided that they meet the Minimum Entry Requirements and provided that the Applicant provides their details in writing at least 48 hours prior to the commencement of the Course.

**3.5 In all the circumstances** contemplated in this clause 3, where the cancellation or amendment leads to the cancellation or amendment of bookings made by the British Marine Federation with third parties for accommodation or travel for the Delegate, the British Marine Federation shall also charge to the Applicant any cancellation charges or other costs that cannot be easily recovered by the British Marine Federation.

**3.6 Where the Applicant** is to make travel arrangements for the Delegate, the Applicant is advised to take out adequate travel insurance to cover ill health and other circumstances which might lead to a cancellation.

**3.7 The British Marine Federation** reserves the right to amend the content of any Course(s) without notice when, in the British Marine Federation's opinion, such amendment does not fundamentally change the content of such Course(s).

### 4. PASSPORT VISA AND IMMIGRATION REQUIREMENTS

**4.1 Where the Course** is to be held outside the UK, the Delegate's specific passport and visa requirements and other immigration requirements in order to attend the Course are the responsibility of the Delegate and the Applicant and the Delegate or the Applicant should confirm

these with the relevant embassies and/or consulates. The British Marine Federation does not accept any responsibility if the Delegate cannot travel because he or she has not complied with any passport, visa or immigration requirements.

## **5. EVENTS OUTSIDE OUR CONTROL**

**5.1** The British Marine Federation will not be liable or responsible for any failure or delay or interruption in providing the Course that is caused by events outside our reasonable control. The British Marine Federation will use its reasonable endeavours to reschedule any Course that is cancelled, delayed or curtailed.

## **6. COPYRIGHT**

**6.1** The copyright in the Course materials is owned by the British Marine Federation and/or third parties, and Course materials are licensed to Delegates for their own personal use, and not for re-use or re-sale.

## **7. DATA PROTECTION**

**7.1** We will use details of Delegates and Applicants submitted on the Booking Form to inform them of future training opportunities by e-mail, telephone, post and any other reasonable method. Applicants and Delegates are asked to inform the British Marine Federation training team if they would rather not receive this information.

## **8. LIABILITY**

**8.1** The British Marine Federation regrets that it cannot be held responsible for any loss or damage to the property of the Applicant or the Delegate, or in relation to any death or personal injury unless caused by the British Marine Federation's negligence. The Applicant and/or Delegate are therefore advised to effect

adequate insurance cover to cover these situations.

**8.2** Except for any liability for death or personal injury caused by the British Marine Federation's negligence or for fraud or any other liability that cannot be excluded or limited by law, the British Marine Federation will not be liable to the Applicant or the Delegate, whether in contract, tort, or otherwise for any:

- (a) consequential loss;
- (b) indirect loss;
- (c) special loss;
- (d) incidental loss;
- (e) loss of profit;
- (f) loss of reputation;

however so caused.

**8.3** Except for any liability for death or personal injury caused by the British Marine Federation's negligence, or for fraud or any other liability that cannot be excluded or limited by law, and subject to clause 8.2 above the British Marine Federation will not be liable to the Applicant or the Delegate, whether in contract, tort, or otherwise for any sum greater than the sums paid by the Applicant to the British Marine Federation under the relevant booking, per event or series of events.

**8.4** The limit in clause 8.3 above shall not apply to damage to property caused by the British Marine Federation's negligence, for which damage to a limit of £2million in aggregate shall apply.

**8.5** British Marine Federation reserves the right to pass any and all charges on to the Applicant or the Delegate for any charge made against it for the cost of rectifying damage, caused by a deliberate, negligent or reckless act of the Delegate to any accommodation or venue or transport vehicle used by the British Marine Federation or its subcontractors in the provision of the Course.

## **9. ENTIRE AGREEMENT**

**9.1** These terms and conditions and any document expressly referred to in them represent the entire agreement between the British Marine Federation and the Applicant and Candidate in relation to the subject matter of these terms and conditions, understanding or arrangement between us, whether oral or in writing.

**9.2** Nothing in this clause 9 will limit the British Marine Federation's liability for fraud.

## **10. LAW AND JURISDICTION**

This Agreement shall be subject to English law, and the parties submit to the exclusive jurisdiction of the courts of England and Wales.

I have read the Terms and Conditions above and agree to be bound by them

**Signed:**

**Date:**