



- Payment:** All invoices must be paid within 30 days of the date of the invoice and in any case in advance of the paid event to which they apply. Membership fees are subject to the payment terms below.
- General Cancellation Policy:** Any general cancellations received within 48 hours of the event will not be entitled to a refund, but substitute delegates will be allowed.
- Conference Cancellation Policy:** Any conference cancellations received 14 days or less prior to the date of the conference will not be entitled to a refund but substitute delegates will be allowed.
- Annual Awards Dinner Cancellation Policy:** We cannot refund any Annual Awards Dinner cancellations once received unless we are able to re-sell the cancelled tickets to another party. In the event that we are unable to re-sell the tickets, the cost will be payable in full. Substitute guests will be accepted up to the date mentioned on the relevant year's Annual Awards Dinner Booking Form.
- Professional Dinners Cancellation Policy:** Any Professional Dinner cancellations received 14 days or less prior to the date of the dinner may not be entitled to a refund. A refund will only be agreed if we are able to re-sell the cancelled ticket to another party or the dinner provider's terms allow us to cancel the meal without BLS incurring a financial penalty. In the event that we are unable to re-sell the ticket, the cost will be payable in full.
- Confirmation of registration:** If you have not received confirmation of your registration one week before the conference or event, please telephone 0117 945 8486 or email [events@bristollawsociety.com](mailto:events@bristollawsociety.com) to confirm that your registration/booking form has been received.
- Substitute delegates:** Substitute delegates will be accepted at any time (subject to specific time limit in the Booking T&Cs for the Annual Awards Dinner each year) - please telephone 0117 945 8486 or email [events@bristollawsociety.com](mailto:events@bristollawsociety.com) to notify us of the name of the substitute. Please note where dietary requirements are applicable, we will do our best to accommodate any change for the substitute delegate, but timings may mean this is not always possible
- Payment of Membership fees invoices:** Any invoice that is rendered in connection with membership fees will be payable within 30 days from the date of the invoice. If the invoice remains outstanding at 1 March in the relevant subscription year, membership of the Society will cease until payment has been received.

We reserve the right to charge interest on overdue accounts at 3% above the Bank of England base rate.