

BASALT SOLUTIONS LIMITED
TERMS AND CONDITIONS FOR OPEN WORKSHOPS

1) Acceptance of Terms

- a) By registering for and attending an open workshop provided by Basalt Solutions Limited ("Basalt Solutions", "we", "us", "our"), you agree to these Terms and Conditions. These terms prevail over any other inconsistent terms you may propose.

2) Services Provided

- a) Basalt Solutions will use reasonable endeavours to provide the workshop within the timeframe specified in the registration materials and website.
- b) Workshops are provided on a non-exclusive basis, and we may provide similar workshops to other clients.

3) Fees and Payment

- a) Fees for workshops are as specified in the registration or invoice. Full payment must be received by the due date stated in your booking confirmation or invoice. If full payment is not received by this date, your registration will be deemed cancelled and you will not be permitted to attend the workshop. Basalt Solutions reserves the right to refuse admission to any participant who has not paid in full.

4) Cancellation and Refund Policy

- a) You may cancel or transfer your booking up to fourteen (14) days prior to the scheduled workshop date without penalty. In such cases, you are entitled to either:
 - i) A full refund of any fees paid; or
 - ii) A transfer of your booking to another workshop date or participant, subject to availability.
- b) Cancellations or transfer requests made within fourteen (14) days of the workshop date will not be eligible for a refund or transfer, except where Basalt Solutions reasonably agrees otherwise. All cancellation and transfer requests must be made in writing and acknowledged by Basalt Solutions to be effective.

5) Intellectual Property and Copyright

- a) All workshop materials, including but not limited to notes, presentations, tools, and methodologies, are the intellectual property of Basalt Solutions. Attendees are granted a licence to use the materials solely for their personal, internal use related to the workshop. You must not copy, modify, share, distribute, or publish any workshop materials without prior written permission from Basalt Solutions.

6) Confidentiality

- a) Any confidential information shared during the workshop must be kept confidential.

7) Privacy

- a) Basalt Solutions collects and processes personal information of attendees in accordance with the Privacy Act 2020. By attending the workshop, you consent to the collection, use, and storage of your personal information for workshop administration and communication.

8) Liability

- a) Basalt Solutions provides workshops with reasonable care and skill. However, we exclude liability for any indirect, consequential, or special damages arising from your attendance or use of workshop materials. The workshop does not constitute legal advice. Attendees are responsible for obtaining their own legal advice where needed.

9) Use of Workshop Materials

- a) Recording, reproducing, or distributing workshop content without explicit permission is prohibited. Attendees must respect intellectual property and confidentiality obligations.