

## Construction Contracts and Commercial Awareness – Avoiding the Pitfalls Microsoft Teams Live Sessions 10 and 11 February 2021 (9.00am-12.00noon) 24 and 25 February 2021 (1.30pm-4.30pm)

Keeping your team up to date with developments and providing a structured learning programme is important.

### The workshop will cover:

<p><b>Letters of Intent</b></p> <ul style="list-style-type: none"><li>- Reviewing a sample letter of intent – is it binding?</li><li>- What are the risks of proceeding under a badly drafted letter of intent?</li><li>- Financial caps</li><li>- How should a letter of intent be drafted – traps to avoid.</li><li>- Drafting tips and sample documents to take away.</li><li>- Case studies.</li></ul> <p><b>Entering into the Contract – Battle of the Forms</b></p> <ul style="list-style-type: none"><li>- What key issues should different parties focus on when negotiating the terms of a contract?</li><li>- What are the implications of failing to conclude the contract properly?</li><li>- Sample clause wording and tips on how to negotiate alternative wording to protect your position.</li><li>- Understanding problem clauses and how to deal with them.<ul style="list-style-type: none"><li>• Conditions precedent</li><li>• Best endeavours obligations</li><li>• Indemnities</li></ul></li><li>- Tips to avoid battle of the forms problems-how can you ensure your terms and conditions apply.</li><li>- Whose terms and conditions apply – case studies.</li></ul>	<p><b>Managing Change</b></p> <ul style="list-style-type: none"><li>- What notices to serve, when and how – common mistakes to avoid</li><li>- Common contract amendments reviewed</li><li>- Capturing entitlement – common pitfalls to avoid</li><li>- Variations</li><li>- Extensions of Time</li><li>- Loss and Expense</li><li>- Compensation Events</li><li>- Record Keeping</li></ul> <p><b>Payment</b></p> <ul style="list-style-type: none"><li>- How do the Construction Act payment provisions work in practice?</li><li>- Drafting and serving applications for payment, payment notices and pay less notices – case studies on drafting.</li><li>- Common problems to avoid.</li><li>- Understanding bespoke payment clauses – what to look out for.</li><li>- Notices<ul style="list-style-type: none"><li>• How and where to serve them</li><li>• Pitfalls to avoid</li><li>• Requirements under JCT and NEC</li></ul></li></ul> <p><b>Adjudication</b></p> <ul style="list-style-type: none"><li>• Key Issues</li></ul>
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### How long will it last?

The seminar lasts 3 hours and will allow questions to be raised at the end of the seminar.

### How to Book

There is a non-refundable charge of £125.00 **plus VAT** (£150) per delegate. Please complete the booking form below and return it to Claire Crawshaw, Hawkswell Kilvington Limited, 17 Navigation Court, Calder Park, Wakefield, WF2 7BJ ([crawshaw@hklegal.co.uk](mailto:crawshaw@hklegal.co.uk)).

Payment can be made by:

- Sending a cheque for the appropriate amount made payable to “**Hawkswell Kilvington Limited**”.
- BACS upon your receipt of our VAT invoice.
- Credit card – please email your booking form to [ccrawshaw@hklegal.co.uk](mailto:ccrawshaw@hklegal.co.uk) and we will call you back to take payment.

If you cannot make the dates above, we have the following alternative options:

- Pre-recorded modules to allow you and your team watch them when convenient and with the option of a live Q&A at a later time.
- In-house at your office or other location of your choice on a date convenient to your team

Should you have any queries about the seminars, please contact Claire Crawshaw ([ccrawshaw@hklegal.co.uk](mailto:ccrawshaw@hklegal.co.uk)).

## About Us

Hawkswell Kilvington Limited is a specialist law firm dedicated to addressing and resolving construction and engineering industry issues. According to Chambers & Partners, Hawkswell Kilvington is a “respected construction and engineering boutique with a fine industry reputation, representing an impressive client base of contractors, developers and utility providers in large-scale projects across the country”.

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*Hawkswell Kilvington Limited reserves the right to change the order of the topics or content of the seminars.*

Please return this section to Claire Crawshaw at Hawkswell Kilvington Limited, 17 Navigation Court, Calder Park, Wakefield WF2 7BJ

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**Hawkswell | Kilvington**  
CONSTRUCTION & ENGINEERING SOLICITORS

**Construction Contracts and  
Commercial Awareness – Avoiding the Pitfalls**

Name .....

Position .....

Organisation .....

Address .....

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Post code .....

Telephone .....

Email .....

How many delegates .....

We want to hold the seminar (please select):

- By pre-recorded modules  
*Please provide a quote*

- Live over Teams
  - 10 February 2021 (am)**
  - 11 February 2021 (am)**
  - 24 February 2021 (pm)**
  - 25 February 2021 (pm)**
- External Venue
  - Please provide a quote*