## Course Booking Form

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| **Booking Details** | | |
| Organisation name (if applicable):  Click here to enter text | Contact Name:  First name, Surname | |
| Address:  Click here to enter text | | |
| Telephone: Enter primary contact number | | Email: Enter email address for confirmation of booking |
| Please select if invoice required prior to payment | | Purchase Order Number: Enter PO number |

**Course Details**

## *Please select the course(s) from the drop down menu or enter manually if not listed*

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| --- | --- | --- | --- | --- | --- |
| **Training Course** | Date of course | Price  Per person | No. of places | Delegate Name(s) and Job Title | Delegate Email Address |
| Click here to choose training course | Please enter date | ££ | XX | Enter delegate name(s) and job title | Enter email address for each delegate |
| Click here to select training course | Please enter date | ££ | XX | Enter delegate(s) and job title | Enter email address for each delegate |
| Click here to select training course | Please enter date | ££ | XX | Enter delegate(s) and job title | Enter email address for each delegate |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Type course title here if not listed above | Please enter date | ££ | XX | Enter delegate(s) and job title | Enter email address for each delegate |

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| Please provide details of any special requirement by delegates(s): Click here to enter text. |

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| I confirm that I have read and accepted the Terms and Conditions detailed on the last page. | |
| Name: Click here to enter name | Date: Click here to enter date |
| Title: Click here to enter text |

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| **Please return booking form to:** |
| [trainingservices@treloar.org.uk](mailto:trainingservices@treloar.org.uk)  Please tick this box if youwish to receive information on future training events |

Confirmation and joining instructions will be sent on receipt of booking form

For further details please contact:

Kaz Lodge

Training Services Coordinator

[trainingservices@treloar.org.uk](mailto:trainingservices@treloar.org.uk)

01420 547400 Ext: 6428

**Outreach Training Services**

**Terms and Conditions**

1. Booking
   1. Places may be booked provisionally by telephone
   2. Places will be only reserved upon Treloar’s receiving a completed and signed booking form, by email or post
   3. Places can only be secured upon receipt by Treloar’s of the full payment
2. Payment
   1. BACS payment details: A/c No. 04037818, Sort code 30-00-02
   2. Payment by cheque made payable to ‘Treloar Trust’
   3. Treloar’s reserves the right to re-allocate the place to another delegate if course fees are not paid in full prior to start date
3. Cancellation by client
   1. Should the client need to cancel their attendance, Treloar’s must receive formal written notification 14 days prior to the course commencement date
   2. If a booking is cancelled within 14 days or the delegate fails to attend the training course, course fees will not be refunded
   3. All refunds due to client cancellation will be subject to a £10 administration charge
   4. Substitution of the original course applicant for another person can be made with the consent of Treloar’s.
      1. Treloar’s must be notified of any substitution before the course start date
4. Cancellation by Treloar’s
   1. Every attempt will be made to ensure that courses run as advertised, but in the event of a cancellation, Treloar’s will notify the client as soon as practically possible
   2. Treloar’s will notify the client 14 days prior to the commencement of the course where numbers fail to reach a workable minimum for the course to run
   3. In the unlikely event of a course being cancelled, clients will be offered the choice of one of the following:
      1. Alternative date for the same course
      2. Full refund of the course fee paid
      3. Credit to utilise on an alternative course within 12 months of cancellation
5. Location
   1. Where services are to be provided at the request and as designated by the client:
      1. Environment is safe and appropriate and fit for purpose
      2. Client will have in place Public Liability Insurance to the value of £10m
6. Confirmation
   1. A signature including electronic signature on the booking form is a commitment to payment of the full course fee and signifies agreement with the Terms and Conditions contained herein