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Training Course Booking Form

Health and Safety

Course Title			
Course Date			
Company Name			
Address			
		Postcode	
Contact Name		Order No.	
Contact Email			
Telephone/Extension			
Fax			
Delegate Name(s) and Contact Details	Names:	Email addresses and mobile phone numbers:	
Delegate Address(es)	<i>If the delegate's address is different to that of the company please detail on a separate sheet.</i>		
Special Dietary Requirements	Yes	No	If yes, please specify (incl. numbers):
Disability Requirements, etc.	Yes	No	If yes, please specify (incl. numbers):
Course Fee	£	Cheque enclosed <input type="checkbox"/> (please tick ✓) Please note that all course bookings should be paid in advance & are subject to VAT	
VAT	£		
Total	£		
Signed			

Payment has to be made in full 3 weeks prior to course date
Cancellation Fees: Notification of cancellation must be received in writing. In the event of you cancelling a booking, the following charges will be made:-
 More than 4 weeks prior to a function No Charge
 3-2 weeks prior to function 50% of hire charge
 6-2 days prior to function 75% of hire charge
 Less than 2 days prior to function 100% of hire charge