

E-mail to: riskservices@lycetts.co.uk

TRAINING COURSE BOOKING FORM

CONTACT DETAILS FOR PERSON BOOKING:

Name:			
Organisation:			
E-mail:		Phone:	

COURSE DETAILS:

Course:	IOSH Managing Safely
Course dates:	
Venue:	Milburn House, Dean Street, Newcastle upon Tyne, NE1 1PP.

DELEGATE CONTACT DETAILS:

Delegate(s) name(s)			
(1):		(2):	
(3):		(4):	
E-mail for course correspondance:			

INVOICING DETAILS:

Organisation name:	
Purchase order No:	
Invoicing address:	

Please tick as applicable: (VAT is chargeable on LRMS training courses).

I enclose a cheque made payable to Lycetts Risk Management Services Ltd

I require an invoice for:

Please choose one of the following:

Number of Delegates	Price	Tick here
1 x delegate	£450.00	
2 x delegates	£900.00	
3 x delegates (includes 10% discount)	£1,215.00	
If you have 4+ delegates please contact us to discuss further discounts available.		

Please advise any dietary, medical or other conditions to be taken into account:

I agree to the terms and conditions of booking a training course with the LRMS

Signature: _____

Date: _____

Where did you hear about this course?

- 1. Brochure
- 4. Venue
- 7. Other

- 2. E-mail
- 5. Colleague
- Please specify

- 3. Lycetts Website
- 6. Social Media

If you do not wish to receive regular e-communications from us other than course information, please tick here

Training Course Booking Terms and Conditions

Booking Procedures

- To book a place, please return your completed booking form by e-mail or post.
- Please make sure that the e-mail address you give on the booking form is correct and one you check regularly. If you do not have an e-mail address you will receive information by post.
- By e-mailing your booking form you are automatically agreeing to our terms and conditions. Otherwise, any posted booking forms must be signed.
- Within 7 days of receiving a completed booking form we will contact you by e-mail confirming your place on the course.
- Full payment is required before the start date of the course. VAT is chargeable on LRMS training courses.
- All courses include lunch and refreshments.

Cancellation Procedure

On cancellation you may be entitled to a refund on the following basis:

- More than 21 days before the start date of the Course: full refund.
- Between 14 and 21 days before the start date of the Course: 50% refund.
- Less than 14 days before the start date of the Course: no refund.

Lycetts reserves the right, in its absolute discretion and without further liability, to change dates, times and venues or cancel a Course. In the case of cancellation of a Course we will provide a full refund of any fees paid. In the case of a change to the Course details we will notify you of a change by e-mail and/or post. If you are no longer able to attend the Course due to the notified change you should inform us within 48 hours of receiving the notification in which case we will provide you with a full refund.

Our courses are regularly updated and improved and we reserve the right to alter content and change trainers on a Course without notice or liability (provided this does not affect any accreditation).

Other Terms and Conditions

- All data from this booking form will be held in a database and used for the purpose of administering, delivering and promoting training courses within LRMS. Under no circumstances shall any information be given to third parties or any outside organisation unless we are obliged to do so by law.
- At the end of each course attendees will be requested to fill in an evaluation form. Evaluation enables LRMS to enhance and improve the courses.
- A copy of our full terms and conditions is available upon request and may be viewed on our website.