

# Legionella Awareness Training for Managers

## Booking Form

Course Date	Course Title	Cost
28/11/2018	Legionella Awareness Training for Managers / Supervisors	£100+vat / Candidate

<b>Delegate 1 Name:</b>	<b>Job Title:</b>
<b>Delegate 2 Name:</b>	<b>Job Title:</b>
<b>Delegate 3 Name:</b>	<b>Job Title:</b>

<b>Name of Organisation:</b>	
<b>Address of Organisation:</b>	<b>Postcode:</b>
<b>Telephone:</b>	<b>Fax:</b>
<b>Email:</b>	<b>Website:</b>

<ul style="list-style-type: none"> <li>Wheelchair access</li> </ul>	Tick as Appropriate	<ul style="list-style-type: none"> <li>Vegetarian</li> <li>Vegan</li> </ul>	Tick as Appropriate
<ul style="list-style-type: none"> <li>Sign Language Interpreter</li> <li>Hearing Loop</li> </ul>	Tick as Appropriate	<ul style="list-style-type: none"> <li>Gluten Free</li> <li>Non-dairy</li> </ul>	Tick as Appropriate

Please tick if you would like to be on the training opportunities e-mailing list

Please tick if you would like us to send you legislation, product and service updates

AQUALECTRICS will hold your contact details on a training database for the purpose of booking course places and sending out relevant information. It will be used solely by AQUALECTRICS and not passed on to any third party. Please tick the box if you do not wish us to hold your contact details

### Confirmation

I hereby confirm booking for the course as detailed above. I have read and understand the terms and conditions and agree to abide by them. This form must be signed by the authorised budget holder.

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

Name: \_\_\_\_\_

### Please return Booking Forms to:

AQUALECTRICS Ltd, Unit 7 Riverside Court, Westminster Industrial Estate  
 Measham, Derbyshire, DE12 7DS  
 Phone: 0345 828 2020  
 Email: [help@aqualectrics.com](mailto:help@aqualectrics.com)

**PLEASE ENSURE YOU UNDERSTAND THE TERMS AND CONDITIONS OF THIS BOOKING OVERLEAF**

## Training Course Booking Terms and Conditions

- **Number of delegates per organisation:** AQUALECTRICS reserves the right to restrict the number of delegates per organisation attending each training course, to maintain quality and ensure a course is not dominated by the needs of one organisation over others. In most cases this will be restricted to 3 delegates, unless otherwise stated or agreed.
- **Normal Allocation:** All courses will be filled on a first come first served basis, unless otherwise specified. Once a course is full a reserve list will be kept and any places becoming available will be offered to the reserve list in the order of when AQUALECTRICS were notified of interest.
- **Restricted Allocation:** To ensure courses are financially viable - whilst offering a sliding scale of charges to improve accessibility – AQUALECTRICS reserve the right to allocate a maximum or minimum number of places to a specific price bracket where a sliding scale of charges is stated for attendance. Therefore, a course may be described as full at a certain price bracket, whilst there are still places available at another price bracket.
- **Confirmed bookings:** No bookings will be accepted without a completed booking form being returned and received by AQUALECTRICS and where applicable, with accompanying payment. Bookings will only be confirmed at the point that the delegate receives written confirmation that they have been allocated a place on a specified training course.
- **Bookings by an organisation:** An organisation booking places on training courses on behalf of their employees/volunteers is responsible for ensuring nominated individuals are aware of these terms and conditions and that no places are guaranteed until a booking is confirmed in writing, as per 'Confirmed Bookings' above.

### Cancellation

#### Cancellation by AQUALECTRICS

- In the event of AQUALECTRICS having to cancel a training course, all delegates will receive confirmation in writing of cancellation and a full refund or credit.

#### Cancellation by a delegate or delegate's organisation

- In the event of a delegate or their organisation cancelling a training course the following will apply:

- All cancellations must be in writing.
- You should try to give as much notice as possible if you need to cancel a booking.
- Cancellation charges are as follows per person:

At least 30 days' notice before the date of the course: 10% of the total cost.

At least 20 days' notice before the date of the course: 50% of the total cost.

19 days' notice or less before the date of the course: no refund given

(where a delegate can be substituted for another delegate from the same organisation cancellation charges may not apply)

**Please do not hesitate to contact us if you are unsure about the meaning of any terms and conditions.**