



## In-House Training Course Booking Form

<b>Organisation</b>	
<b>Course Title</b>	
<b>Date(s Required):</b>	

<b>Training Venue Address:</b>	
<b>Invoicing Address:</b>	
<b>Invoicing Email:</b>	
<b>Telephone No.:</b>	
<b>Purchase Order No.: (optional)</b>	

### Training Requirements

The maximum number of attendees will be 20 unless otherwise agreed.

The training room at your venue will need to be set up in theatre style and have 4 tables to accommodate group work. If the training session is for the whole day, the trainer(s) will need access from 8.30am.

Please let us know if the following equipment is available at your venue:

Flipchart stand	Y/N	Projector	Y/N
Flipchart paper	Y/N	Projector screen	Y/N

<p><b>Booking Information</b></p> <ul style="list-style-type: none"> <li>Please do not send payment with this booking - you will be invoiced in due course.</li> <li>All training fees are payable upon receipt of an invoice.</li> <li>Cancellations made within 5 working days of the date of the course will result in the full fee being due.</li> <li>Earlier cancellations will be charged at 25% of the full fee.</li> <li>Please retain a copy of this booking for your records.</li> <li>For in-house training outside of South Wales an additional 45p per mile will be added to the cost.</li> </ul> <p>This booking is subject to the Charity's Terms and Conditions</p>	<p><b>Terms &amp; Conditions</b></p> <p><b>Limitation of Liability</b></p> <ul style="list-style-type: none"> <li>BulliesOut accepts responsibility for accident, injury or loss suffered whilst attending this event if it is directly due to negligence on our part.</li> <li>Delegates are responsible for taking care of their own property.</li> <li>BulliesOut accepts no responsibility for any loss incurred whilst using material or information gained at this event.</li> </ul> <p><b>Cancellation of Events</b></p> <ul style="list-style-type: none"> <li>BulliesOut may have to cancel an event, in this case we will return any payments received in advance. We will not refund any other costs you may incur as a result of this cancellation.</li> <li>The Copyright and Intellectual Property of all material rests with BulliesOut.</li> </ul>
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**All bookings are confirmed by email. If you do not receive an email within 5 days of booking, please call 029 2049 2169**