

Booking Form for In-House Courses

Please retain one copy for your records and return the **original** to Harrison Training

Title of Course:

Course Ref: **Date of Course:**

Name of Course Organiser:

Name of Contact person (if different from above): Phone No.....

Address:

..... Postcode:

Telephone Number:

Fax Number: Email:

Address of Course Venue (if different from above):

.....

..... Postcode:

Max Number of Participants (as indicated in Course Outline):

Fee Details

Total net fee as advised by Harrison Training (VAT will be added to all invoices): £

Will you be offering places to external delegates? Y / N

Please confirm that these will be charged at our recommended external delegate rate? Y / N

Invoicing Details. Name of person and organisation to be invoiced (if different from above):

Name: Phone No.....

Dept:

Address

.....

..... Postcode:

Purchase Order No (if advised).....

Confirmation

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

Signed: Date:

Name:

In-House Training - Terms and Conditions

Payment Terms

On receipt of a signed booking form you have entered into a contract with Harrison Training. An invoice will be raised and payment of a 50% deposit should be made within 14 days. The balance must be paid no later than 30 days prior to the commencement of the course. Failure to make full payment (including VAT) may be seen as breach of contract and Harrison Training may reserve the right to cancel the course. Cheques should be made payable to: Harrison Training.

Cancellation and Postponement Policy

In the event of your cancellation the course, all expenses incurred by Harrison Training at this point will be invoiced, with an additional Administration Fee of £500. Harrison Training do not accept any liability for courses cancelled due to ill health of tutors or circumstances beyond our control, but we will do our best to reschedule the course at a time to suit you.

Safety of Course Participants

Harrison Training cannot accept any liability for injury sustained by any participant during the training course. All safe techniques will be taught to participants and all reasonable care will be taken. Participants who are pregnant or who suffer from back problems should identify themselves to the course leader before the course begins. It is recommended that course organisers check liability with their Health Authority (or other employer) prior to the course starting.

Harrison Training cannot accept responsibility for loss or damage to participants' personal property or vehicles whilst attending the course. It is the responsibility of the course organiser to ensure that any venue chosen meets necessary Health and Safety requirements and that fire procedures etc. are explained to participants at the start of the course.

Safety of Clients

All patients who have agreed to be subjects on the course must have signed a disclaimer form. This must be handed to the Harrison Training tutor on the first day of the course.

Comfort of Course Participants

Harrison Training expects course organisers to provide regular beverages (i.e., at least mid morning and mid afternoon) and a light lunch where possible.

Copyright

Video or other tape recordings of the course are not permitted without the prior written consent from Harrison Training. Reproduction of any course material without the consent of Harrison Training is not permitted.

Confidentiality Statement

The material and information (together called the course content) provided to you during this course is confidential and is the property of Harrison Training. The course content is not to be copied, reproduced, or adapted in any format or used for any other purpose, including, but not restricted to, the presentation of skills training courses or similar forms of training for third parties. The obligations set out above shall not apply to any part of the course content which subsequently enters the public domain. Signing this application form constitutes your compliance with the terms of this Confidentiality Statement.

Course organisers must incorporate Harrison Training's confidentiality statement in any application forms they issue to participants.