****

**Training Programme Booking Form**

**Please read the terms and conditions before booking**

|  |  |  |
| --- | --- | --- |
| **Course Title** | **Course Date** | **Time** |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

**Contact Details:**

|  |  |  |
| --- | --- | --- |
| Attendee Name(s): |  | |
|  |  | |
| Organisation: |  | |
| Address: |  | |
| Post Code: |  | |
| E-mail: |  | Telephone: |

**How did you hear about the training?**

LCVS email  Twitter  Other\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_­­\_\_\_\_\_\_

**Access requirements:**

|  |  |  |  |
| --- | --- | --- | --- |
| Hearing aid loop system |  | Large Print |  |

|  |  |
| --- | --- |
| Other (please specify): |  |

|  |  |
| --- | --- |
| Dietary requirements: |  |

**Payment** (unless otherwise advertised)

Half day Voluntary sector £50

Public / private sector £65

Full day Voluntary sector £85

Public / private sector £110

**Payment methods:**

Cheque made payable to LCVS

BACS (details sent on request)

Please use training date as reference when making payment e.g. Ref: 22JAN2017

**Course Venue**

All training sessions will be held at 151 Dale Street, Liverpool, L2 2AH.

**Terms and Conditions**

1. Fees include course materials (when applicable) and refreshments. Lunch will be provided at full-day sessions (10am-4pm)
2. All payments must be received by LCVS no later than 10 working days prior to the training session taking place. Where the booking is made after this date, payment must accompany the booking form. For BACS payment, contact us for details
3. Places will not be confirmed until payment has been received
4. Priority for all courses will be given to non-profit organisations from Liverpool
5. A maximum of two people from any one organisation (including those with multiple projects) may apply to attend each course. For larger groups of people please contact us to discuss in-house training
6. Telephone bookings will not be accepted

**Cancellations**

1. If you have booked onto a training session and wish to cancel your place, in order to get a full refund, we require notice of a minimum of **5 working days** before the course date. If you cancel with less than 5 working days’ notice or do not attend, we will invoice your organisation the full fee for the course.
2. If you cannot attend, another person may attend in your place with no extra charge. Please let us know the details of the person attending
3. **LCVS reserve the right to cancel a course should there be insufficient bookings to make the course viable. In such cases course fees received will be reimbursed**

**I have read and understand the terms, conditions, payments and cancellations policy.**

**Return your completed form to:**

**E-mail:** [capacity.building@lcvs.org.uk](mailto:capacity.building@lcvs.org.uk)

**Fax:** 0151 237 3998

**Post**: Capacity Building Team, Freepost RRZS-YGTA-HYTB, LCVS, 151 Dale Street, Liverpool, L2 2AH.