

## COURSE BOOKING FORM

<b>Company Name:</b>			
<b>Company Address:</b>			
<b>Post Code:</b>		<b>Telephone:</b>	
<b>Email:</b>		<b>Fax:</b>	
<b>Course Title:</b> IOSH Managing Safely		Chamber/FSB membership No:	
<b>Venue:</b> Southcote Beefeater Restaurant Southcote Lane Reading RG30 3AB  01189-572685		Date of course/seminar: 6/7 & 13/14 July 2017	
		Price per delegate (ex-vat): £415.00 (accommodation not included).	
		<b>Note: Please state any dietary requirements.</b>	
<b>Name of delegate</b>	<b>Price £</b>	<b>Vat @ 20%</b>	<b>Sub-total</b>
<b>Total Due:</b>			
I agree to the booking terms and conditions below and I enclose a cheque payable to: <b>Bravanark Ltd to the sum of: £</b>			
<b>Signed by (Please print name &amp; job title):</b>			
<b>Signature:</b>			
<b>Date:</b>			
Please return this form along with your remittance to: <b>Bravanark, The Lodge, 102 Northumberland Ave, Reading. RG2 7PP</b> <b>BAC's payment to: Lloyds Bank - Sort code 30-92-33 Account No 02720480</b>			

See reverse for terms and conditions

Bookings: 01189541700/07785748137

[philip.vandenberg@bravanark.co.uk](mailto:philip.vandenberg@bravanark.co.uk)

## **Terms and Conditions**

### **Reservations and Bookings**

Reservations can be made by post, phone, fax or email. However, telephone bookings can only be held for seven days pending written confirmation and full payment.

### **Payment**

Full payment is required at the time of your written booking. Please make cheques payable to Bravanark. BACS payments can be made to Lloyds TSB a/c no: 02720480, sort code: 30-92-33. Please Note: It is a Bravanark policy to withhold all course certificates until full course payment is received.

### **Client cancellation**

Cancellations received 15 days prior to the course will be charged a 25% administration fee;  
8 – 14 days prior to the course will be charged a 50% administration fee  
7 days or less (or non-attendance) will incur a loss of total course fee.

### **Programme changes**

Bravanark reserves the right to cancel and/or amend course dates, times and content. You will be notified in writing of cancellations or amendments. In circumstances beyond our control, a course may have to be cancelled at short notice. In such circumstances Bravanark will endeavour to arrange a suitable reschedule or give full refund.