

Booking Form

Course Title:

Course Cost (per person): No. of delegates:

Company Name:

Contact Name: Contact Tel:

Contact Email:

Company Address:
 Post Code:

DATE AND LOCATION OF TRAINING

Course Date:

Course Venue:

Venue Contact: Venue Tel:

Address:
 Post Code:

PAYMENT DETAILS

Total Cost: *plus VAT PO Number (if required):

SagePay (pay now button invoice)

Credit/Debit Card (please call 0333 207 9030)

TERMS & CONDITIONS

1. Confirmation of booking: All completed booking forms must be submitted to WaterRegsUK with the accompanying payment. Submission of a completed booking form with the accompanying payment constitutes an offer to reserve a place on the specified course and shall only be deemed accepted when WaterRegsUK issues written confirmation of a place on the specified course.

2. Course availability: 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 WaterRegsUK were notified of interest.

3. 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 by WaterRegsUK, as per 'Confirmation of booking' above.

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

- All cancellations must made be in writing to WaterRegsUK as set out on the footer of this booking form.
- You should try to give as much notice as possible if you need to cancel a booking.
- Cancellation charges are as follows per person, by reference to the date of receipt by WaterRegsUK of the cancellation notice:
 - > at least 4 weeks notice before the date of the course: 100% refund.
 - > at least 2 weeks notice before the date of the course: 50% refund.
 - > 13 days' notice or less before the date of the course: no refund given.
 - > non attendees on the day: no refund given.

WaterRegsUK reserves the right to cancel or re-schedule any course. In the event that a delegate cannot be accommodated on an alternative or re-scheduled course in these circumstances then a full refund will be provided.

5. Intellectual Property. The copyright and all other intellectual property rights in course materials remains the property of WaterRegsUK Ltd. You agree not to share, copy, store or reproduce this material by any means without written authorisation from WaterRegsUK Ltd.

6. Limitation of Liability: To the fullest extent permitted by law, WaterRegsUK shall not be liable for any loss of profits, loss of sales or business, loss or damage to goodwill or any indirect or consequential loss which may be suffered by the organisation or any of its delegates. WaterRegsUK's total liability under this contract shall be limited to the booking fee. Nothing in these terms and conditions shall limit or exclude WaterRegsUK's liability for fraud, or for negligence causing injury or death.

Please do not hesitate to contact us if You are unsure about he meaning of any terms and conditions

Name: Signed:

Position: Date:

Please return completed booking forms to:

WaterRegsUK Ltd, Unit 13 Willow Road, Pen y fan Industrial Estate, Crumlin, Gwent NP11 4EG
or wiaps@WaterRegsUK.co.uk