

self harm training booking form



Please complete this booking form and return to **selfharm.co.uk** together with a **25% deposit** of the relevant booking fee (see our brochure). We will send an invoice for the balance payable 14 days before the date of the training. If you need any help or information completing this form, please call Nicki on 01582 877220 or email nicki.summerson@lcet.org.

This is a booking for

2 hour essential knowledge seminar for under 10 11-20 over 21

▶ Proposed date

▶ Venue

▶ Proposed time

Contact details

▶ Name

▶ Organisation

▶ Position

▶ Correspondance address

▶ Contact telephone

▶ Email

Invoice address

▶ Name

▶ Organisation

▶ Address

Signature

Please sign to confirm your booking, and your agreement to terms and conditions.

▶ Signed

▶ Print Name

▶ Date

return this form to selfharm.co.uk, 3a Upper George Street, Luton, LU1 2QX

Booking Terms and Conditions

1. General

1.1 Materials provided by selfharm.co.uk remain the intellectual property of selfharm.co.uk, who assert their right to copyright unless specifically agreed otherwise in writing.

1.2 Training venues must provide either a screen or wall to project onto and access to at least one electric socket. Without these the quality of delivery and learning will be reduced.

1.3 A full list of delegates must be supplied to selfharm.co.uk a minimum of 14 days in advance of the training date.

2. Fees

2.1 All training dates will be confirmed on selfharm.co.uk receiving a signed booking form by post with a deposit for 25% of the full training cost. Training may be reserved by telephone, providing a booking form is completed and returned within 14 days.

2.2 The training fee includes travel costs for the trainer to and from the venue up to 100 miles in total. In most cases trainers will be based within this distance. However, for journeys in excess of 100 miles, we charge an additional fee for travel at the standard rate of 40p per mile. We will contact you before a booking is confirmed if this is the case.

2.3 The balance payable will be invoiced by selfharm.co.uk and is payable 14 days in advance of the training. In the event of non payment, selfharm.co.uk reserve the right to cancel the training.

3. Cancellation by client

3.1 If the training needs to be cancelled by the client, this must be done at least 31 days before the training date to avoid incurring a cancellation charge. All deposits are non refundable.

The cancellation charges are on a sliding scale as follows:

Cancellation up to 31 days before = no charge

Cancellation between 30 days and 15 days before = 50% charge

Cancellation 14 days and less before = 100% charge

3.2 Bookings finalized within 30 days of the training date are subject to the same cancellation charges above.

3.3 Substitution of the original course participants for other people can be made with the consent of selfharm.co.uk. Please notify us of any substitution of persons attending two days before the course start date.

4. Cancellation by selfharm.co.uk

4.1 To avoid cancellation, in situations out of its control selfharm.co.uk may on occasion have to substitute the booked trainer for another suitably qualified and experienced facilitator.

4.2 In the event of cancellation by selfharm.co.uk, clients will be offered the choice of the following options: another or the same course on a different date or full refund of any deposit or course fees paid.

5. Other Conditions

5.1 A signature on the booking form is a commitment to payment of the full course fee and signifies agreement with these terms and conditions.