

Booking form

SB 11

Complete the following information as clearly as possible and return to:

The Training Exchange, Easton Business Centre, Felix Road, Bristol, BS5 0HE

Tel/Fax 0117 941 5859 **email: admin@trainingexchange.org.uk**

Please be aware of the cancellations policy below.

*Forms **must** be signed by a manager as well as the applicant.*

Book me a place on:	Date	Venue
Introduction to Supporting Drug & Alcohol Affected Families - one day course		

Name			
Job / Role			
Organisation			
Contact address			
		Postcode	
Contact tel. no.			
Contact email			

Do you have any access needs we need to know about?

I have read and understand the cancellation terms

Applicant's signature _____ Date _____

Manager's signature _____ Date _____

(if not applicant)

Cancellations and transfers

Safer Bristol will implement a strict cancellations policy as follows:

- You can cancel your booking and/or replace yourself with someone else from your organisation anytime up to 1 week before the date of the course.
- Cancellations less than 1 week before the course date are considered late cancellations.
Your organisation lead will be informed of any late cancellations and non-attendance.

*In this case a charge may be applied.
Cancellations and transfers must be confirmed in writing, by email or fax.*

Please keep a copy of this form for your records