****

**Training Booking Form**

**Please write clearly in capital letters**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Training |  | | | |
|  |  |  |  |  |
| Date | Day - date - year |  | **Facilitator** |  |
| Time |  |  |  |  |
| Training will be held at: | Lower Ground Floor  79 Thorpe Road  Norwich  NR1 1UA |  |  | The car park is behind 79 Thorpe Road, off Cremorne Lane |

**Organisation details**

|  |  |
| --- | --- |
| Organisation name | **Office Use Only**  ---------/---------/------  Booked:  Confirmed:  Paid: |
| Contact name |  |
| Address |  |
| Telephone |  |
| Email |  |
| Invoice name and address (if different from above) and your purchase order number |  |

**Booking Details**

|  |  |
| --- | --- |
| Name of person attending |  |
| Special access requirements (please tick) | Loop system       Disabled access  Other (please state) |

|  |  |
| --- | --- |
| Any special dietary requirements? | vegetarian       vegan  gluten free       other (please state) |

**Continued…/**

**Terms and conditions**

I understand/agree that:

* This training does not enable me to train others to be facilitators.
* All materials are copyrighted to ©Leeway and will not be used without the written permission of Leeway.
* The Trainer reserves the right to refuse to train anyone who does not behave in a pleasant and cooperative manner

**Cancellation by the attendee**

If the attendee cancels their place on the training, the following charges will apply:

* Cancellation notified to us more than 5 working days before the training date: no charge
* Cancellation notified to us between 1 and 4 working days before the training date: 50% of the charge
* Cancellation notified to us less than 24 hours before the training date: 100% of the charge

**Cancellation by Leeway**

In the unlikely event that Leeway cancels this training (for example because of unforeseen and unavoidable building maintenance activity, or because of severe weather) a cancellation charge will not apply.

Signed:

Print name:

Date:

**Please return this form by email, post or fax to:**

Training, Leeway Domestic Violence and Abuse Services, PO Box Leeway, City Hall, Norwich, NR2 1NH

Email: [admin@leewaynwa.org.uk](mailto:admin@leewaynwa.org.uk) or Fax: 01603 623772