

WRAS Booking Form

Course Title:

Course Cost (per person): *excluding VAT No. of delegates :

Delegate Name:

CIPHE or SNIPEF Membership no:

Company Name:

Company Contact Name: Company Contact Tel:

Company 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: *excluding VAT

TERMS & CONDITIONS

- Confirmation of booking:** All completed booking forms must be submitted to WRAS 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 WRAS issues written confirmation of a place on the specified course.
 - 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 WRAS were notified of interest.
 - 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 WRAS, as per 'Confirmation of booking' above.
 - Cancellation.** In the event of a delegate or their organisation cancelling a training course the following will apply:
 - All cancellations must be in writing to WRAS 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 WRAS 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.**WRAS 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.
 - Intellectual Property.** The copyright and all other intellectual property rights in course materials remains the property of WRAS Ltd or BPEC. You agree not to share, copy, store or reproduce this material by any means without written authorisation from WRAS Ltd or BPEC as appropriate.
 - Limitation of Liability:** To the fullest extent permitted by law, WRAS 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. WRAS's total liability under this contract shall be limited to the booking fee. Nothing in these terms and conditions shall limit or exclude WRAS'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
- Payment of course fees.** I understand that this course will provided free, if the assessment is passed and used to join WaterSafe. If delegates do not attend, then the company who booked the course will charged as per cancellation fees described above. If a delegate fails the assessment or passes and does not join WaterSafe within one month of the course, the company who booked the course agrees to pay £127 plus VAT per delegate booked. Companies will also be required to return the course booklets.

Name: Signed:

Position: Date:

Please return booking form to:

WRAS Ltd, Unit 13 Willow Road, Pen y Fan Industrial Estate, Crumlin, Gwent, NP11 4EG or WIAPS@wras.co.uk