



**BOOKINGS & CANCELLATIONS POLICY**

<b>Company Name:</b>	<b>Tel:</b>
	<b>Fax:</b>
<b>Address:</b>	<b>Course Type:</b>
	<b>Course Location:</b>
	<b>Please state if this course is required on your premises</b>
<b>Email:</b>	<b>Course Date:</b>
<b>Names and email addresses of attendees:</b>	

Fire Training Academy accepts firm bookings through the website, by fax, email and on the telephone. In making such bookings clients accept this 'Bookings and Cancellations Policy'.

**PAYMENT**

Course fees are payable in full after a booking is confirmed. Payment is taken by debit or credit card, cheque or bank transfer. **Payment MUST be received prior to the commencement of the course.**

**Please provide name and email address of the person to whom the invoice should be sent:**

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**COURSE CANCELLATION & AMENDMENT**

Should you wish to cancel or amend any places on a course, this should be done giving at least 10 working days notice prior to the commencement date of the course, this should be done in writing or faxed. It is the responsibility of the client to confirm the arrival of a cancellation letter or fax. In the event that Fire Training Academy do not receive a letter or fax of cancellation giving the required notice or for non-attendance at a course there will be no refunds.

Fire Training Academy reserves the right to cancel a course up to and including the date of the course if insufficient bookings have been received. Delegates will be offered an alternative date or a full refund of the course fee.

Fire Training Academy reserves the right to refuse any booking.

**Print Name**.....**Signed on behalf of the company**.....

**Date**.....

Please tell us where you got our details from:			
Google	<input type="checkbox"/>	Yahoo	<input type="checkbox"/>
MSN	<input type="checkbox"/>	Yell.com	<input type="checkbox"/>
Flyer	<input type="checkbox"/>	Email	<input type="checkbox"/>

Unit 5  
North Anston Business Centre  
Houghton Road  
North Anston  
S25 4JJ

T: 0845 0553 999  
F: 0845 0553 966

Email: [info@firetrainingacademy.co.uk](mailto:info@firetrainingacademy.co.uk)  
Website: [www.firetrainingacademy.co.uk](http://www.firetrainingacademy.co.uk)



ON SITE FIRE TRAINING

Please confirm you are able to comply with the following conditions

<b>Onsite Fire Training Conditions</b>	<b>Yes</b>	<b>No</b>
Do you have a training room/classroom with a convenient electricity supply to a plain light coloured wall or projector screen to enable the trainer to carry out the power point presentation		
Is reserved on site parking available for the trainer for the duration of the course		
Can you provide a cordoned off outside area approximately 5 square metres or four car parking bays for the live fire training. The area to be free from combustible material, overhead power cables etc		

**COMPANY NAME:**.....

**ADDRESS WHERE TRAINING IS TO BE CARRIED OUT:**

**PERSON OF CONTACT AND TEL NO AT TRAINING VENUE:**

**Onsite Training Assessment** - The trainer will carry out an assessment of the areas supplied for the fire training prior to any training taking place. Should any of the above areas be considered not suitable for training by the trainer then the training will not take place. In the event that the training is not carried out there will be no redress for the cancellation of the course

**POSITION IN COMPANY:**

**SIGNATURE:**

**NAME IN CAPITALS:**

**DATE:**

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**Charity Fundraising – Bluebell Wood Children’s Hospice**

Bluebell Wood Children’s Hospice is a charity raising funds to build a dedicated children’s hospice to serve families living in the South Yorkshire and North Midlands area. Currently in this catchment alone there are over 200 children suffering from life-limiting and terminal conditions, who are not receiving the support and care that they need.

*Charity Registration No 1076958*

**The Fire Training Academy** has adopted Bluebell Wood Children’s Hospice as their official charity. We aim to raise as much money as possible for this wonderful cause.



**Bluebell Wood have to make £45,000 per week to enable them to run this wonderful facility. Yes, £45,000 per week that’s £2,340,000 per year!**

Bluebell Wood are totally self funding and rely on the generosity of fundraisers to survive. Please pledge what you can for this fantastic cause!

**How do we donate:**

**For individuals:-**

Online at [www.justgiving.com/firetrainingacademy](http://www.justgiving.com/firetrainingacademy)

**For Business:-**

Or you can add an amount to your invoice:

I would like to donate the following amount by adding it to my invoice:

<b>Business Name</b>	<b>Amount</b>
	<b>£1.00</b>
	<b>£5.00</b>
	<b>£10.00</b>
	<b>£20.00</b>
	<b>£50.00</b>
<b>Other Amount: Please specify</b>	

**Print Name:**..... **Signed:**.....

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