



## Booking form for BAND training

Please help us process your request by completing all sections of this form

We are sorry, but we are unable to take bookings or reservations by phone. We cannot take bookings for a course until the actual training dates have been published.

Name and Date of Course:

Name(s) of Participant(s):

Name of Organisation:

Contact Address: Work  Home

Post Code:

**Please use the address and telephone numbers where we can contact the participant(s) about course confirmation details and certificates.**

Contact Telephone:

Contact Email:

Work  Personal

Do you need a sign language interpreter, translator or do you have any other specific requirements to participate fully? If yes, please state support required.

Do you need a contribution towards your costs for childcare?  (£4 per hour, not per child)

Name/s:

**Bristol based groups only**

Do you need a contribution towards travel costs?  If yes please select - Bus  Taxi

Name/s:

**Bristol based groups only**

- Course places will be confirmed **no later than two weeks** before the course starts. A map will accompany your confirmation letter.
- If the course is full, you will be contacted on receipt of receiving your booking form.
- **Please Note:** 48 hours' notice of cancellation is required for all bookings.
- For cancellations less than 48 hours and no shows, we will charge a cancellation fee of £50. The setting will receive an invoice for this fee and won't be able to book on or attend any further courses until the fee is paid. This includes any **other course places that are already booked.**

Please post or email your completed form, along with the fee if applicable to us at:

**BAND Ltd., Scrapstore House, Sevier Street, St. Werburgh's, Bristol, BS2 9LB**

[training@bandltd.org.uk](mailto:training@bandltd.org.uk)