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**THE ASSOCIATION OF SPECIALIST UNDERPINNING CONTRACTORS**

**ASUC Confined Spaces Training Course**

**BOOKING APPLICATION**

**Thursday 26th - Friday 27th September 2019**

**9:00 – 17:00**

Holiday Inn High Wycombe, Crest Road, Handycross

High Wycombe, Bucks, HP11 1TL

To register your application for a place on thetraining course please clearly complete all sections below and return to admin@asuc.org.uk. The cost of the course is **£250 +VAT per delegate**. Please also note that due to limited availability on this course applications will be accepted on a first come first serve basis.

# Please complete all requested information on page 1 and 2 of this form.

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| **NUMBER OF DELEGATES (£250 +VAT per delegate):** |  |
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| **PLEASE COMPLETE DELEGATE INFORMATION FOR EACH DELEGATE ON THE APPLICATION (please extend if required):** |
| **DELEGATE 1** | **DELEGATE 2** |
| **DELEGATE FULL NAME:** | **DELEGATE FULL NAME:** |
| **COMPANY NAME:** | **COMPANY NAME:** |
| **DELEGATE EMAIL:**  | **DELEGATE EMAIL:** |
| **DELEGATE MOBILE NO:** | **DELEGATE MOBILE NO:** |
|  |
| **PLEASE COMPLETE INVOICING DETAILS:** |
| **MAIN CONTACT NAME:** |
| **MAIN CONTACT EMAIL ADDRESS:** |
| **MAIN CONTACT TELEPHONE NUMBER:** |
| **ADDRESS:** |
|  | **POSTCODE:** |
| **PURCHASE ORDER NUMBER (if required):** |
|  |

 **Terms and Conditions**

1. Payment terms are 30 days from date of invoice OR prior to the start of the event, whichever is soonest.

2. Full joining instructions will be sent to the candidate no later than 1 week before the course start date.

3. Cancellations

a. 6-4 weeks notice: 50% refund

b. 4-0 weeks notice: No refund

c. Failure to attend: No refund

4. We will try to accommodate requests for postponement, changes in names, reductions in numbers whenever possible but

reserve the right to impose a cancellation charge.

5. Non-payment: Any candidate who has not paid in full prior to the start date will not be allowed to commence the course.

 **General Course Information**

1. ASUC shall endeavor to ensure that the timings for the training are provided. However, the Association reserves the right to alter published timings.

2. Accommodation is not included with any of the ASUC courses. Attendees must make their own arrangements.

3. Refreshments: Breakfast will be provided for the candidates at Knightbuild’s premises before the course commences. Attendees must notify the ASUC offices of any dietary requirements prior to the event commencing.

4. Transportation is not included with any of the ASUC courses Attendees must make their own arrangements.

5. Special requirements: Attendees are requested to provide notice of any special requirements they may have.

6. ASUC reserves the right to cancel a training course if minimum delegate numbers have not been reached. ASUC will endeavor to give 2 working weeks’ notice of cancellations.

The Association’s liability shall be limited to a refund of any booking fees paid.

## **Data Protection Declaration**

## The Association of Specialist Underpinning Contractors (ASUC) fully complies with existing data protection legislation and in accordance with this will hold the data contained in this form for administrative purposes. By completing this form, you give you consent that the information that you have provided will be held securely within the ASUC records and used to process your booking.

**Please complete the below to indicate that you have read and agreed to the terms and conditions of this booking**

**SIGNED:**

**PRINT NAME:**

**COMPANY NAME:**

**DATE:**