arca Booking Form

Please photocopy this form for each course required and return.

THREE EASY WAYS TO BOOK

1. BY PHONE: **01283 566467** during normal office hours (Mon-Fri, 9-5).
2. BY FAX: **01283 568228.**
3. BY POST: ARCA, Unit 1, Stretton Business Park, Brunel Drive, Stretton, Burton upon Trent, Staffordshire DE13 0BY.

Company details

Company Name: _____ Member ☐ Non Member ☐

Address: _____

_____

_____ Postcode: _____

Tel No: _____ Fax No: _____

Booked by: _____ Signature: _____

Training Contact: _____ Email: _____

Course Required

_____

Delegate Name(s)	NI Number	Course Location	Course Date(s)	Course Fee £

Methods of Payment

I enclose Cheque ☐ for £ _____ made payable to ARCA,

or please debit my VISA ☐ Mastercard ☐ Switch/Maestro ☐ for £ _____

My Card No is ☐☐☐☐ ☐☐☐☐ ☐☐☐☐ ☐☐☐☐

Expiry Date ☐☐ ☐☐ Start Date ☐☐ ☐☐ Issue No. ☐☐

Signature _____ Date ☐☐ ☐☐ ☐☐

Invoice address if different from above:

_____

_____

_____

_____

_____

Your Purchase Order No. _____

Please note: No delegate will be permitted to attend an ARCA event unless payment has been received in advance. Your attention is drawn to the conditions of booking below.

Conditions of booking:

On completion, this form represents a legally binding contract in which the following terms and conditions apply:

1. Due to demand for places we regret Course bookings cannot be accepted without accompanying payment. **2.** Telephone bookings will be cancelled if written confirmation is not received within 24 hours of a Course booking being taken. **3.** Cancellation policy: More than 14 days before the Course start date we shall credit you the Course price (as applicable); Between 14 and 7 days before the Course start date we shall refund you 50% of the Course price (as applicable); Less than 7 days before the Course start date no refund shall be made. All cancellations must be in writing and either faxed or mailed to the ARCA office. **4.** We shall not be liable to you for any delay or for the consequences of any delay in performing our obligations under this Agreement if such delay is due to any cause or circumstance beyond our reasonable control (including without limitation strikes and other industrial disputes, breakdown of systems or network access, flood, fire, explosion or accident). **5.** Substitute delegates will be accepted at any time. **6.** We accept no responsibility for the personal views or opinions as expressed by the trainers or any other persons at the event. **7.** We reserve the right to; **a.** refuse entry to delegates if we so choose, **b.** cancel Courses and refund in full. No further liability will be accepted, **c.** vary Course dates, programmes, speakers/trainers and venues. **8.** We shall endeavour to inform you as soon as possible of any Course cancellation or variation **9.** Although every effort has been made to ensure the accuracy of information contained within our literature and materials, including any Course description, we do not accept responsibility for any errors or omissions. We reserve the right to cancel any Booking for a Course where any such error or omission has occurred, even after we have accepted such a Booking. **10.** We may use the personal data you provide for the purposes of administration (including Delegate registration and recording of qualifications); statistical analysis; customer services and keeping you and/or a Delegate informed of our products and services and those of third parties which we think may be of interest to you (if you and/or a Delegate do not wish to be contacted in this way you and/or a Delegate can contact us in writing to the Membership Administrator at any time). We may need to share such personal data with associated bodies and service providers for these purposes. **11.** We may disclose personal data in order to comply with a legal obligation. **12.** Certificates will not be issued until full payment has been received by ARCA. **13.** By signing the above form you have declared that a training needs analysis has been undertaken on all the above delegates attending the courses as per the guidance stated in Asbestos: the licensed contractor's guide (HSG 247) chapter 4.