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ON SITE TRAINING COURSE BOOKING FORM

Please complete this form using capital letters.

Full Name: **Job Title:**

Organisation:

Address:

..... **Post Code:**

Training Venue: **Post Code:**

Telephone: **Email Address:**

How did you hear about Vertex?

Requested Training Course Dates:

Tick Here		Investment	Duration
<input type="checkbox"/>	<i>ERCA Low Ropes Instructor Training & Assessment</i>	£800 + vat	2 days
<input type="checkbox"/>	<i>ERCA High Ropes Instructor Training & Assessment</i>	£1600 + vat	4 days
<input type="checkbox"/>	<i>ERCA Low & High Combined Training & Assessment</i>	£2000 + vat	5 days
<input type="checkbox"/>	<i>ERCA Conversion Course Training & Assessment</i>	£800 + vat	2 days
<input type="checkbox"/>	<i>ERCA Rescue Course Training & Assessment</i>	£1200 + vat	3 days
<input type="checkbox"/>	<i>ERCA Site Specific Training Training & Assessment</i>	£400 per day.+ vatdays

Travel to/from the venue and the trainers accommodation/food costs will be added onto the final invoice. These will include all travel tickets, £10 per hour travelled, and £0.46 per mile when driving and £75 per day for food and accommodation when not provided all + vat. There will also be a £10 fee for each certificate issued following training. This will be added to the final invoice.

SUB TOTAL	£.....	
VAT	£.....	
TOTAL TO PAY	£..... DAYS

I hereby agree to the terms and conditions of this booking:

Sign..... **Print Name**..... **Date**.....

Vertex - the leading Ropes Course specialists who support, train and qualify individuals and organisations to truly maximise the potential of ropes courses.



TERMS AND CONDITIONS

Please read the following terms and conditions carefully and return the signed booking form agreement to us by post or fax. If you have any questions please do not hesitate to contact us.

- **To secure your booking.** To ensure we have the correct information for your course and to confirm your booking, please sign and return the above booking form no later than 28 days prior to course commencement. Please note that a confirmation of your booking is necessary, as we cannot guarantee the course date given on this booking form. (Also see payment:)
- **Payment.** A deposit of 50% is required with your completed booking form and the balance in full should be received by Vertex 14 days prior to course commencement.
- **Cancellation of Booking by Client.** Cancellation must be confirmed in writing. In the unfortunate event of cancellation please do so no less than 28 days prior to Course commencement. In the event of a cancellation giving less than 28 days notice and up to 7 days notice, your deposit will be retained. In the event of a cancellation giving less than 7 days notice the full cost of the booking will be charged.
- **Course Cancellation by Vertex.** All Courses are booked on a first come first served basis. We require a minimum number of six participants to be able to run a course. In the unlikely event of a course being cancelled due to a lack of participants a full refund will be made.
- **Participants to Trainer Ratio.** For the safety of the participants and the quality of the training we insist upon a trainer to participant ratio of 1:10 for High Ropes and 1:12 for Low Ropes, which must not be exceeded.
- **Equipment.** All necessary equipment can be provided by Vertex. However, you are more than welcome to use your own equipment providing it meets current safety standards.
- **Participant information.** Personal Information, Consent and Acceptance and Medical Information forms will be sent to the main booking contact prior to the commencement of the programme.

We look forward to working with you

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