

# BOOKING FORM



[sales@skillstrainingcentre.co.uk](mailto:sales@skillstrainingcentre.co.uk) [www.skillstrainingcentre.co.uk](http://www.skillstrainingcentre.co.uk)

PLEASE COMPLETE ALL SECTIONS IN TYPE or *BLOCK CAPITALS*

Event Name \_\_\_\_\_  
Event Date(s) \_\_\_\_\_  
Event Cost £ \_\_\_\_\_ + VAT For delegate(s)

## ADDITIONAL COSTS

Return mileage @ £0.45 per mile from STC to training venue

Overnight accommodation @ £85 per night (if required)

Other costs £ \_\_\_\_\_

Additional candidates @ per candidate

Licence fees @ £ \_\_\_\_\_ per candidate

Certificate fees @ £ \_\_\_\_\_ per candidate

Registration & assessment fees @ £ \_\_\_\_\_ per candidate

PAYMENT is due before the start of the event unless you have an STC 30 day credit account (details available on request).

*Please note: we will require EITHER payment in advance of the course OR a purchase order number in order to confirm your booking \**

Please charge my credit/debit card or please call me to take payment (delete as appropriate)

We have an STC Credit Account. Our purchase order number is \_\_\_\_\_

Your ref/buyer ID etc \_\_\_\_\_

Denotes mandatory fields

PERSON BOOKING EVENT (highlighted sections are mandatory)	
*Name	_____
Position	_____
*Company	_____
*Address	_____ _____ _____
*Postcode	_____
*Tel	_____
Mobile	_____
*Email	_____

*BILLING CONTACT Tick if same as person booking event or complete below	
Name	_____
Position	_____
Company	_____
Address	_____ _____ _____
Postcode	_____
Tel	_____
Mobile	_____
*Email	_____

EVENT LOCATION		At STC (please tick)
Contact	_____	
Company	_____	
Address	_____ _____ _____	
Tel	_____	
Email	_____	
	Postcode	_____
	Mobile	_____

CANDIDATE DETAILS		
I would like to book _____ Places (candidates names to follow)		
	Name	Dates attending
1	_____	_____
2	_____	_____
3	_____	_____
4	_____	_____
5	_____	_____
6	_____	_____
7	_____	_____
8	_____	_____
9	_____	_____
10	_____	_____

### Booking Terms

1. A booking is only confirmed when the completed booking form is received and accepted by Skills Training Centre Ltd.
2. By completing this booking form you agree to be bound by Skills Training Centre Ltd standard Terms and Conditions (copies of which are available on request).

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3. Unless advised otherwise. All delegates attending must bring their own Personal Protective Equipment and be competent to operate any machinery that will be used as part of the course/assessment.
  4. If the Customer terminates this Agreement between 21 days and 15 days before the commencement of the event, STC shall be entitled to make a cancellation charge equal to 40% of the full Agreement fee.
  5. If the Customer terminates this Agreement within 15 days before the commencement of event, or after the training and/or assessment has commenced, STC shall be entitled to make a cancellation charge equal to the full fee.
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