

How to book...

1. Check the availability of the Learning Centre please contact the Learning & Development Team on **01254 244715** or email your request to **training@canw.org.uk**
2. Complete the booking form below and send to:

**Learning & Development Team
 Child Action Northwest
 Whalley Road
 Wilpshire
 Blackburn
 BB1 9LL**

3. We will contact you within 3 days to confirm your booking in writing

Client booking details

Organisation:	<input type="text"/>	Contact Name:	<input type="text"/>
Address:	<input type="text"/>	Contact Tel:	<input type="text"/>
		Contact Fax:	<input type="text"/>
		Contact Email:	<input type="text"/>
Event date:	<input type="text"/>	Time required: FROM	<input type="text"/>
		TO	<input type="text"/>
		Numbers:	<input type="text"/>
Proposed Training Activity:	<input type="text"/>		

Room layout and equipment

Room required: (Please tick as appropriate) <input type="radio"/> Training Centre <input type="radio"/> Boardroom <input type="radio"/> Meeting room	Room layout: (Please tick as appropriate) <input type="radio"/> Horse Shoe <input type="radio"/> Boardroom <input type="radio"/> Theatre <input type="radio"/> Rows <input type="radio"/> Group tables <input type="radio"/> Other (please state)
Equipment Required: (Please tick as appropriate) <input type="radio"/> OHP & Screen <input type="radio"/> Flipchart <input type="radio"/> Powerpoint <input type="radio"/> Whiteboard <input type="radio"/> TV & Video <input type="radio"/> Tables <input type="radio"/> Laptop <input type="radio"/> Internet Access <input type="radio"/> Pens and note paper <input type="radio"/> Specific Requirement (please state)	<input type="text"/>

Refreshments & catering

Refreshments:	Coffee	Tea	Juice	Buscuits	Notes
Time: <input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>
Time: <input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Time: <input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Lunch: <input type="text"/>	Buffet required: <input type="radio"/> YES <input type="radio"/> NO		No of people: <input type="text"/>		
Menu Type: <input type="text"/>	Dietary requests: <input type="text"/>				

Confirmation & additional information

ADDITIONAL INFORMATION OR QUESTION	I AGREE TO THE BOOKING AND PAYMENT CONDITIONS WHICH I HAVE READ SIGNED FOR AND ON BEHALF OF CUSTOMER: _____ POSITION HELD: _____ DATE: _____
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BOOKING & PAYMENT CONDITIONS

- The person submitting the application form is deemed to be "the hirer" and will be responsible for the observance of the conditions and ensuring order.
- Child Action Northwest (CANW) cannot be held liable for any accident or injury to persons using the centre's premises or third parties involved, in accordance with this bookings policy.
- CANW reserves the right to refuse permission for use of the premises without giving a reason.
- CANW reserves the right to cancel any permission to use premises at any time for any reason CANW shall deem necessary or if it requires the premises for another purpose, or if any damage has been caused to the premises or there have been any breaches of law. No compensation shall be paid to the hirer or any other person for the cancellation. Any fees paid will normally be returned unless the cancellation is due to damage.
- Cancellation charges are applicable: within one month - 20%, within two weeks - 30%, within one week - 50%.
- No alterations to the electrical installations may be made without permission and any alterations must be to the satisfaction of CANW and reinstated at the hirer's expense.
- No alteration to the building structure or furnishings may be made. In particular, hirers will neither use nor move any equipment or furniture not specified in the agreement.
- CANW training centre staff are the authorised representative of CANW and s/he is empowered to enforce the conditions of hire and to refuse entry to or require persons to leave the premises.
- Hirers will confirm the numbers and type of persons present during the hiring to those specified in the agreement. Hirers will use only those parts of the premises and facilities specified in the agreement.
- Hirers will be responsible for the behaviour of those present and for ensuring that activities and persons present do not cause a nuisance.
- Hirers will notify CANW in writing, addressed to the Training Centre Manager, immediately after the letting of any incident, damage or other proceeding that occurred during the letting.
- No smoking policy applies.
- Payment will be required 30 days after the date of invoice.
- If you require the above terms and conditions in another format please contact the training department with your request.