

## SLPTG Apprentice Awards - Booking Form

The **Steeplejack and Lightning Protection Training Group** is pleased to announce the **Apprentice Awards Dinner** taking place on **Thursday 7 March 2019** at the **Park Plaza Hotel, Nottingham**.

Join us for a fantastic evening as we recognise apprentices who have shown excellence during their Steeplejack or Lightning Protection Training!

Employers will need to confirm the attendance of their apprentices and any other guests by completing this booking form. **Apprentices each receive a place free of charge**, and any other **individual places are £75 + VAT**. We look forward to seeing you there!

Please submit your booking form to [info@slptraininggroup.org.uk](mailto:info@slptraininggroup.org.uk) by **5pm on Friday 1 February 2019**.

Lead Booking Contact Information			
Contact Name			
Company Name			
Telephone			
Email			
Invoice email address (if different to the email above)			
Guest Places			
Attendee Name	Email	Accessibility and/or Dietary Requirements	Apprentice Free Place YES / NO
			£

### Payment:

On receipt of this booking form, an invoice will be raised in your company name for the total amount and sent via email to the contact listed above. Payment must be received in order to confirm your places.

If you require additional information, please contact SLPTG on [Info@slptraininggroup.org.uk](mailto:Info@slptraininggroup.org.uk) or call 0844 249 0023.



## Terms and Conditions

Your place will be confirmed upon making this booking but payment must be received at the latest 30 days from receipt of the invoice date or in advance of the event, whichever is the sooner and regardless of booking date.

Payment can be made as follows:

**BACS:** SLPTG, Barclays Bank plc, Sort Code 20-63-25, Account Number 90644668, BIC BARCGB22, IBAN GB59 BARC 2063 2590 6446 68

Please make sure you quote the invoice number in any correspondence.

## Cancellations

Cancellations must be received in writing via email to [info@slptraininggroup.org.uk](mailto:info@slptraininggroup.org.uk) and must contain the full booking details including number of bookings, organisation name and contact details. Your cancellation will be confirmed in writing to the fee payer along with an invoice for any outstanding fees due.

The following charges will apply if you wish to cancel a booking for the event:

- On or after Saturday 23 February 2019, no refund/credit will be given, any outstanding fees must be paid regardless of attendance
- Friday 22 February 2019 or before, a full refund/credit will be given.

## Substitute attendees

A place at the Awards can be used by a substitute attendee at no extra charge. Please email [info@slptraininggroup.org.uk](mailto:info@slptraininggroup.org.uk) with details of the original attendee and the nominated substitute's details, including name, email address and any accessibility and/or dietary requirements.

## Course dates, venues and postponement

SLPTG reserves the right to alter event dates, venues and locations where necessary without liability. As much advance notice will be given as possible via the attendee's email address provided at time of booking. If the attendee is unable to attend the Awards at the revised location or date, SLPTG will refund/credit 100% of the delegate fee.

In the event of cancellation a full refund/credit will be offered.

SLPTG cannot offer refunds for cancellations due to circumstances outside its control; including adverse weather conditions, transportation issues, major incidents or industrial action. SLPTG will not be liable for any other costs incurred including (for example) travel charges or any consequential damages, even if advised of these costs.

## Other terms

SLPTG does not accept responsibility for attendees' personal belongings or valuables, for example communications devices, brought to the event. These remain the responsibility of the individual attendees.

SLPTG reserves the right to remove any attendee from the Awards should their behaviour be deemed inappropriate. In such event, no refund of place fees or other costs will be made.