

Event and Training and Learning Session Booking Form



Use this form to book a place(s) at any Fife Voluntary Action event or training/learning session. You can book places on our website and receive an e-mail confirmation of what you submitted for your records. Each event has a 'book online' link next to it on our website.

Please use BLOCK CAPITALS so that we get your requirements correct. Call 08456 006 046 during working hours or e-mail info@fifevoluntaryaction.org.uk if you'd like any help with booking your place(s).

Step 1 – Training course/event details

Event/course title	
When does it take place	
Where does it take place	

Step 2 – Provide your details (the person making the booking)

Name	
Position	
Address	
E-mail address	
Phone number	

You must provide an e-mail address or telephone number.

Step 3 – Provide delegate details (their name as it should appear on the signing in sheet)

Delegate 1	
Delegate 2	
Delegate 3	
Delegate 4	
Delegate 5	
Delegate 6	

Step 4 – Tell us about any accessibility or other requirements

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Step 5 – Paying for delegate places

Our website has details of costs where any fees are applicable. Please contact us if you are not sure whether there are any fees associated with the session you have mentioned above.

If fees are applicable we will invoice your organisation. Payment terms are strictly 30 days.

Step 6 – Submit your booking request

It is important that you read our terms and conditions before you submit your booking request.

Your place(s) is not guaranteed until you receive confirmation of your place(s) from us.

By submitting a booking you confirm that you have the authority to submit the booking on behalf of your organisation and you agree to the terms and conditions relating to the booking.

Please now return this form by e-mail to: info@fifevoluntaryaction.org.uk

Or, by post to: Fife Voluntary Action, Craig Mitchell House, Flemington Road, Glenrothes, KY7 5QF.

Terms and Conditions

All bookings to attend an FVA event or training course are subject to these Terms and Conditions.

Booking a place

The completion of a booking form (paper, website, PDF or Word download form) is a request to book a place(s). Places are not booked until we provide written confirmation. This is normally done by e-mail. We reserve the right to decline any booking request or any aspect of a booking request.

Attendance on the day

Late arrival for some events or courses may result in a refusal to admit entry. We reserve the right to turn delegates away or to ask delegates to leave if we have any concerns on health and safety grounds, concerns about payment or any other reason.

Payment and Penalties

If an event does not take place, a delegate does not attend, is denied entry, asked to leave or does not complete the session for any reason then we shall not be due any refund or payment for any losses regardless of how they were incurred. The delegate place still needs to be paid for by whoever booked the place.

Payment terms are strictly 30 days. We reserve the right to charge a £10.00 late payment fee. We may charge interest on any outstanding debts at a rate of 5% above our bank's base rate.

If you pay for a place and then cancel with at least 10 working days' notice, or if you pay for a place and we cancel the event (regardless of the reason), then you shall be entitled to a full refund. If you give between 5 and 10 working days' notice then you shall be entitled to a 50% refund.

Substitutions

If you notify us in advance, we will accept appropriate substitutions for any of our events or training sessions.

Cancellations

Any place, whether at a free event or otherwise, can be cancelled by giving us no less than 5 working days' notice. The cancellation is only valid when we confirm it with you. Cancellations can be made by phone, e-mail or in person.

Courses are subject to cancellation if there are insufficient bookings. We will advise delegates, where practically possible, and endeavour to do so approximately 5 working days' prior to start date of the course/event.

Non-Attendance Fee

Some events or sessions are free to attend but may attract a non-attendance fee for each delegate who doesn't attend the session. This will be clearly stated on our website and in the confirmation e-mail we send you. The non-attendance won't apply if you substitute the delegate or cancelling in accordance with the above.

Health and Safety

If you suffer from any health condition that may impact on your ability to participate, or may result in you taking ill during the session/event then you must notify us, in advance, on the area of our booking forms for Accessibility and Other Requirements. This is designed to ensure the safety of all of our delegates. Delegates agree to adhere to any health and safety arrangements at any venue or place where the session/event takes place.

Updates to Terms and Conditions

We reserve the right to amend these terms and conditions from time to time. The latest version can be found on our website at www.fivevoluntaryaction.org.uk/bookaplace

Applicable Law

These Terms and Conditions shall be governed by, and construed in accordance with, the law of Scotland.