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**BOOKING FORM FOR HARM REDUCTION COURSES**

**PLEASE COMPLETE AND RETURN TO: sarah.chambre@extern.org**

*You will receive an email confirming you place*

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Name

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Email

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Employer

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**Date of training course** \*

*\* Please check that the date you request matches with the* ***location*** *you wish to attend.*

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**Special dietary requirements**

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Access requirements

**Agreement**

I confirm my interest in attending the training course above. If I receive confirmation of a place but do not subsequently attend, without giving notice by email (as per cancellation policy below), I/my employer will be charged a £30 administration fee.

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Signed

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Date

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|  |

Manager’ name

*Electronic and scanned signatures are taken as signifying agreement to the above.*

**CANCELLATION POLICY**

Cancellations must be made by email no less than 3 working days before the event. Any cancellations received after this time, will incur a cancellation fee of £30.