



Write Your Own Safeguarding Policy and Procedure Workshop

Delegate Registration Form

Name		Mr/Mrs/Miss/Ms/Dr/Rev
Job Title		Tel Number
Contact Address	Area of Work/Professional Background	
Email	M/F	Ethnicity
Venue: Please indicate The Portland Hotel, 313 Hagley Road, Edgbaston, Birmingham, B16 9LQ Dates: Tuesday to Friday 3rd September 2010	Park Inn, 296 Mansfield Road, Nottingham, NG5 2BT Date: Arranged on request	
Dietary Requests	Disability/Access Requirements	



Day Delegate rates

Early Bird- £130/day plus VAT (£152.75/ day per delegate). To qualify for early bird please book at least 2 months before event.

Standard delegate rate £155 plus VAT (£182.13/day per delegate).

Payment required on booking

Method of Payment

BACS: RL Safeguarding Service Ltd,

Bank: Lloyds Bank TSB

Sort Code: 30-96-18

Account No. 04265201

Cheque enclosed (please make all cheques payable to RL Safeguarding Service Ltd)

Signature: _____

I have read the cancellation policy and agree with the terms and conditions

Please forward completed application forms to:

Conference administrator, RL Safeguarding Service Ltd, 31 Blakeney Road, Radcliffe-on-Trent, Nottingham, NG12 2GX

Tel: 0115 845 3575, Email: info@rlssltd.com

31 Blakeney Road – Radcliffe On Trent – Nottingham – NG12 2GX

t: 0115 845 3575 m: 07772 583 649 e: info@rlssltd.com

VAT No. 923 3226 49



CONFIRMATION: Once we have received your booking form you will be sent an email confirmation. **WE MUST RECEIVE PAYMENT PRIOR TO EVENT DATE.** If you have not received confirmation of your booking within 14 days of the event date, please contact RL Safeguarding Service on 0115 845 3575 as we may not have received your booking. We cannot be held responsible for non arrival of information.

RL Safeguarding Service Ltd reserves the right to refuse any booking. Whilst in attendance at the event, if your behaviour is deemed to be inappropriate, disruptive, offensive, dangerous or illegal, RL Safeguarding Service Ltd reserves the right to ask you to leave the event without a refund.

CANCELLATION: No refund will be given for cancellations within 28 days of the event date. 50% refund will be given for cancellations between 29 days and 90 days. Cancellations before 91 days are subject to a handling and administration charge of £75.00 plus VAT per delegate. All cancellations must be made in writing to the address above.

DATA PROTECTION

By registering for a conference or training event, RL Safeguarding Service Ltd can provide you with information relating to your booking and other RL Safeguarding Service related products or services via email, direct mail, fax or telephone. Please write to Rosie Luce, Director, RL Safeguarding Service Ltd, 31 Blakeney Road, Radcliffe-on-Trent, Nottingham, NG12 2GX if you do not want to receive this information.

DELEGATE ACCESS AND DIETARY INFORMATION

We always provide a vegetarian option for main meals. If you have any dietary requirements please inform us at the time of booking. We make every effort to ensure that our events are accessible and enjoyable for all our delegates. Please contact Rosie Luce, Director to discuss any access or specific requirements you may have.

Tel: 0115 845 3575 or email: rosie.luce@rlssltd.com