



Safeguarding Booking Form

My organisation has authorised my attendance on:

This course is limited to **5** places please respond promptly and include payment to ensure a place

Contact Name _____ Organisation _____

Daytime Tel No _____ Mobile No _____ Fax No _____ Email Address _____

Address _____ Post Code _____

Participants Requirements

I will be using a wheelchair/require assistance with access.

I will be bringing an assistance dog .

Any additional requirements (Please detail) _____

Venue/Course	Date	No. Of Places	Total Cost	Names Of Staff Members

Terms and Conditions:

This training is being subsidised via the Safeguarding Team. A charge of **£15** per delegate to cover the cost of venue and trainer.

- Cancellations in writing
- Full fee payable prior to the event
- Substitutions to be advised ASAP

I agree to the terms and conditions and enclose a cheque for £.....Made payable to **Sunderland City Council**. Or to Pay using the BACS system

Signature: _____

“The TWCA officer receiving cheques or money is responsible for issuing a receipt for the cheques/money. If this is not offered, TWCA members should request one. If a receipt is not issued immediately, TWCA members should contact Julie Gwilym, TWCA Performance and Governance Manager. If a course booking request is submitted to the TWCA by post or email, a receipt will be posted to the member organisation within two working days of the receipt of the payment.” **Return completed booking form to: Tyne and Wear Care Alliance, Unit 1 North East Business and Innovation Centre, Wearfield, Sunderland Enterprise Park East SR5 2TA Fax No 5482008**

