



Workplace Fire Safety Booking Form:

Course(s) Required: (Tick boxes)	Fire Marshal/Warden <input type="checkbox"/>	Practical Fire Extinguisher <input type="checkbox"/>	EvacChair <input type="checkbox"/>
	Fire Awareness <input type="checkbox"/>	Advanced Firefighting <input type="checkbox"/>	Fire Drill & Procedures <input type="checkbox"/>

Preferred course date:		Alternative course date:	
(Please note that if neither of the required course dates are available, we will contact you to offer an alternative date)			

Preferred course location:	Ignis Facilities <input type="checkbox"/>	Your Facilities <input type="checkbox"/>
Approximate attending numbers: (Please note that we limit sessions to 10 attendees per course)		

Organisation Details:

Main Contact Name:	
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Organisation Name:	
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Organisation Address:	
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Postcode:	
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Telephone:	
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Email:	
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Date:	
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Please supply invoicing details below, if different from above.

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Delegate Information

Joining Instructions will be sent out prior to agreed date for training event explaining:

-  Date/time and location
-  Duration
-  Explanation of input type with any clothing/PPE requirements
-  Any/Closest parking available
-  A 'break-down' of the training and times

1. Delegates are required to arrive at the course(s) in good time.
2. Delegates should be physically fit to withstand the rigours of any practical elements of practical based training. If there are any doubts about the fitness of a delegate to attend a training course, then the onus will be on the client and delegate to seek a medical opinion.
3. Photos taken during training courses may be used for marketing and promotional material in all mediums. By completing this form, you are aware that photos may be taken at the training event and used for future marketing and promotional materials. If you have delegates that do not wish to be photographed, please provide a written list of names prior to the course commencement date.

Cancellations

Ignis Safety Consultants reserve the right to cancel or alter the dates or provision of service, the venue and the individual providing the service. In the event of a cancellation, every effort will be made to transfer delegates to the next available date(s) unless the client specifically requests otherwise. If a booking is cancelled by the client, Ignis Safety Consultants reserves the right to apply the following charges:

Notice Given by Client	% of course fee levied by Ignis Safety
More than 28 days	0%
15-28 days	25%
3-14 days	50%
2 days or less	100%
Non-Attendance (without notice)	100%

Liabilities

Ignis Safety Consultants hereby limits its liability for any loss or damage, or any consequential or indirect loss arising from the performance of or failure by Ignis Safety Consultants to perform any of the hereunder to two times the fee received by Ignis Safety Consultants.


Please return this form to Ignis Safety Consultants Ltd at the postal or email address below or via any of our social media pages.

Ignis Safety Consultants Ltd will hold your details on file and may contact you in the future. Your details will not be passed on to any third parties. Please tick the box if you do not wish your details to be held.

Ignis Safety Consultants Ltd – Registered Number 126325 (Jersey)

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