**PLEASE SIGN & RETURN THIS DOCUMENT TO CONFIRM YOUR BOOKING!**

ATT:

 10 June 2019

Should you wish to confirm your booking please complete the details below and email or fax it to      :

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Number of Delegates** | **Rental Start Date** | **Rental End Date** | **Number of days** | **Rental Price (Ex Vat)** |
|       |       |       |       |       |
|       |       |       |       |       |
|       |       |       |       |       |
|       |       |       |       |       |
|       |       |       |       |       |
|       |       |       |       |       |

* **Meals and refreshments** are included in the Venue Hire cost
* **Dietary requirements** catered for include Vegetarian please notify us before training.

The total for the above training R (exclusive of VAT) which is due prior to or on the first day of the course.

### Payment Arrangements: Special Needs:

### EFT [ ]  Yes [ ]  Specify:

### Invoicing details:

|  |  |  |  |
| --- | --- | --- | --- |
| **Name of Company:** |       |  | **Postal Address:** |
| **Accounts contact person:** |       |  |       |
| **Tel. No.:** |       |  |       |
| **Fax No.:** |       |  |       |
| **E-mail address:** |       |  |       |
| **Vat No.:** |       |  |       |
| **Order No.:** |       |  |       |

## Terms and Conditions

1. All bookings must be submitted in writing, on a LGIT Smart Solutions Registration Form, via fax or e-mail. A Purchase Order number or a reference for the authorised payment of an invoice should also accompany bookings, if applicable.
2. No booking will be confirmed, and no seat reservation made until a Booking form has been completed, signed and submitted to LGIT Smart Solutions.
3. Unless otherwise agreed, fees will be invoiced upon receipt of confirmation and are payable before the first day of commencement of the Venue Hire.
4. Any payments that are not received before the first day of the commencement of the Venue Hire will attract interest at a rate of prime plus two percent unless alternative credit arrangements have been made with LGIT.
5. In the event of payment having not been received prior to the commencement of the Venue Hire, LGIT reserves the right to refuse the delegates admission to the course until payment has been made.
6. All prices quoted are exclusive of VAT.In the event of a cancellation by the Client, the following applies:
* Full costs will be incurred for room hires cancelled less than 10 days prior to the confirmed start date of the course.
1. It is the customer’s responsibility to ensure that they install the software required. The customer needs to arrange a time prior to the Venue Rental date to install custom software. Additional charges will apply for the use of our premises during the installation time. If the customer requests LGIT Smart Solutions’ technical team to install the additional software, an hourly labour rate will apply.
2. Flipcharts, a projector, teas and coffees and meals for the specified and confirmed number of delegates are included in the room rental price. Any other requirements over and above this needs to be done by prior arrangement with LGIT Smart Solutions and will charged accordingly.
3. Should a delegate arrive at our venue under the influence of alcohol or any narcotics, LGIT Smart Solutions reserves the right to ask them to leave the premises.
4. No hacking is allowed in the classrooms. Whether it is a fellow student’s workstation, or the Instructor’s machine, we ask that you respect each other and refrain from hacking at all times. If anyone, other than the Instructor, has tampered with your machine, please inform the Instructor immediately. Please adhere to this rule, as anyone caught wilfully “hacking” or tampering with someone else’s machine will be asked to leave the class, and will not be allowed to re-attend this course in the future.
5. Students shall not make use of the training PC’s for any use other than training during the period of the course. This includes the browsing of the Internet and/or the downloading of any files.
6. For the sake of the equipment and your safety, no food or beverages are allowed in the classrooms.
7. LGIT is not responsible for any loss or damage incurred whilst on the premises of LGIT Smart Solutions.
8. Room hire hours are between 9am and 4 pm unless other prior arrangements have been made.
9. The submission of a LGIT Smart Solutions Booking Form to LGIT is regarded as an acceptance of these Terms and Conditions.

**Please sign to indicate your acceptance of the above terms and conditions of training.**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|       |  |  |  |       |
| Print Name  |  | Sign  |  | Date :  |

### Thank-you for your support!

|  |  |  |  |
| --- | --- | --- | --- |
| **cid:image027.png@01CFC788.63DB2660** | **cid:image028.jpg@01CFC788.63DB2660** | **cid:image029.jpg@01CFC788.63DB2660** | **cid:image030.png@01CFC788.63DB2660** |

**REGISTRATION SENT BY:**