

# LICENSING BOARD MEMBER'S TRAINING BOOKING REQUEST



**Alcohol Focus**

SCOTLAND

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Date: [Click here to enter text.](#)

\*\*Please complete below\*\*

## COMMISSIONING ORGANISATION

Contact Name: Organisation Name: Street Address: City, Post Code Phone Email		Invoice Details Contact Name: Company Name: Street Address: City, Post Code	If different from before
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## PURCHASE ORDER NUMBER PAYMENT METHOD

	Cheque <input type="checkbox"/>	Debit/Credit Card <input type="checkbox"/>	Invoice <input type="checkbox"/>
<b>Invoice preference:</b> Please indicate your preferred invoice date	Before 31/03/2017 <input type="checkbox"/>	After 01/04/2017 <input type="checkbox"/>	After Training <input type="checkbox"/>

## TRAINING COURSE INFORMATION

CODE	DESCRIPTION	NO OF ATTENDES	QUANTITY	TOTAL	
LBM1	Licensing Board Members Training (Early Bird Rate for bookings received by 15/12/2016)	15	1	£1125.00 (per course)	<input type="checkbox"/>
LBM2	Licensing Board Members Training (booking received after 15/12/2016)	15	1	£1250.00 (per course)	<input type="checkbox"/>

Vat is calculated at standard rate of 20% *A charge is payable on all debit/credit card transactions. See over for Terms and Conditions.	<b>TRAVEL/ ACCOMODATION</b>	£ To be advised
	<b>TRAINING COST</b>	<a href="#">Click here to enter text.</a>
	<b>*VAT</b>	<a href="#">Click here to enter text.</a>
	<b>TOTAL TRAINING ONLY</b>	<a href="#">Click here to enter text.</a>

## COURSE INFORMATION

<b>Preferred Course Date(s):</b>		<b>Numbers Expected</b>	
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<b>Venue details:</b> Please advise where the training will take place	
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**Any additional information we may need?** i.e. Special requirements, catering etc.

Authorised by: Date:	
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## Official Use Only

AFS Order No	AFS/	Confirmation date		Invoice Number:	
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## Terms and Conditions

### 1. Booking

Bookings can be made by email or telephone. Whilst Alcohol Focus Scotland will seek to accommodate all training date requests, this is anticipated to be an extremely busy period and dates will be confirmed on a first come, first served basis and are subject to Alcohol Focus Scotland availability. Please complete the Booking Request. Alcohol Focus Scotland will aim to confirm your booking in writing detailing all costs within 10 working days.

### 2. Costs

The early bird rate of £1125.00 per course is available for courses booked before 5pm on Thursday 15/12/2016. Thereafter bookings received will be charged at the full cost of £1250.00. This cost covers the cost of delivery of training for up to 15 attendees, Licensing Board Guidebooks, Licensing Board Members Exam and Certificates. No discounts or reductions are available for courses where less than 15 people attend. The course cost does not include travel or accommodation costs.

### 3. Attendees

This training is required to be undertaken by Licensing Board Members. Each training session is available for up to 15 people and local authorities are encouraged to offer places to employees or stakeholders involved in the Licensing process. Please note Licensing Board Members are required to undertake the course exam, this is optional for other participants.

### 4. Venue

Local Authorities are responsible for providing a suitable venue for training to be delivered, and any catering or other refreshments required, unless previously agreed with Alcohol Focus Scotland.

### 5. Terms of payment

Payment made by credit card\*, debit card or bank transfer. Payment terms are immediate from date of invoice.

### 6. Reschedule

Should circumstances mean that you need to reschedule the agreed training date, Alcohol Focus Scotland will seek to accommodate alternative date requests, this is anticipated to be an extremely busy period and dates will be confirmed on a first come first served basis and are subject to Alcohol Focus Scotland availability.

### 7. Cancellation

Should circumstances mean that you have to cancel the agreed training course, notification should be made to Alcohol Focus Scotland in writing by e-mail or letter. The following charges will apply:

More than six weeks prior to the course start date	£50 cancellation fee
Three to six weeks prior to the course start date	50% of the course fee
Less than three weeks prior to the course start date	100% of the course fee

### 8. Late Arrival/Non Attendance

Alcohol Focus Scotland Trainers reserve the right to refuse entry to participants who arrive more than 30 minutes late from the course start time. Course fees are for delivery of the course not per person rates therefore no refunds or discounts will be given for attendees who arrive late or fail to attend.

### 9. Exam resits

Course participants who fail the assessment are permitted 1 re-sit opportunity. This must be taken within 12 months of the date of sitting the assessment. Candidates who do not pass the assessment on the re-sit must attend the full course again before being allowed to re-take the assessment. Please note additional charges apply.

### 10. Unforeseen Circumstances

On occasion, unforeseen circumstances may require Alcohol Focus Scotland to cancel a course. In such circumstances you will be given as much notice as possible. Alcohol Focus Scotland will work with you to agree a rescheduled date or provide a full refund to any monies paid. Alcohol Focus Scotland will not be liable for any other loss or expense arising.

### 11. VAT

All course fees are subject to the current VAT exemption, however VAT will be added to any travel or accommodation costs incurred by Alcohol Focus Scotland.

### 12. General

The training will be considered confirmed upon receipt of the authorised Training Booking Form by Alcohol Focus Scotland.

Any typographical, administrative or other error or omission in administrative documentation, course materials, invoice or other document issued by Alcohol Focus Scotland shall be subject to correction without any liability on the part of Alcohol Focus Scotland.

For further terms and conditions relating to this qualification please visit [www.alcohol-focus-scotland.org.uk](http://www.alcohol-focus-scotland.org.uk)