



INTERNATIONAL HIGH RISE SYMPOSIUM

Wednesday 5th and Thursday 6th October 2011

BOOKING FORM

Name:

Position:

Organisation:

Office No:

Mobile No:

Email:

Address:

Special Requirements: Please detail any special access, dietary or other requirements and we will do our best to accommodate your needs.

Please sign below to confirm that you have read and accept the terms and conditions on this form:

Please return your completed booking form by post, fax or email to:

The Marketing Department
The Fire Service College
London Road
Moreton in Marsh
Gloucestershire
GL56 0RH

Telephone: 01608 650831
Fax: 01608 651788

E-Mail: Lwardle@fireservicecollege.ac.uk

Please select from the options below.

Option 1 – Full attendance including the Symposium on the 5th and 6th October and accommodation and dinner on the evening of the 5th October

£395.00 plus £79.00 VAT per person = £474.00

Please tick

Option 2 – Day attendance only including refreshments on the 5th and 6th of October

£300.00 plus £60.00 VAT per person = £360.00

Please tick

Option 3 – Evening Meal and Accommodation for the 5th of October

£100.00 plus £20.00 VAT per person = £120.00

Please tick

Option 4 – Evening meal only on 5th October

£35.00 plus £7.00 VAT per person = £47.00

Please tick

Option 5 – Accommodation only on 5th October

£65.00 plus £13.00 = £78.00

Please tick

Option 6 - Additional evening's accommodation on 4th October (prior to Symposium)

£65.00 plus £13.00 = £78.00

Please tick

Total Amount

It is important that we receive one booking form per person

Payment can be made via credit card using this form or alternatively we can invoice you if you provide a purchase order number. Please note payment is required before the event takes place. Bookings will not be accepted without a PO number unless credit card details are supplied.

Purchase Order Number:

Credit Card Payments - Required details

Card type VISA/MasterCard etc (we cannot take American Express AMEX)

Card number																				
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3 digit Security Code			
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Start Date		
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Expiry Date		
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Issue Number	
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Name on the Card: _____

Please do not send card details by email as this method of communication is not 100% secure.
A receipted invoice and credit card receipt will be sent to the Cardholder

Terms and conditions

General

1. This event (the "Event") is organised and managed by the Fire Service College, an Agency and Trading Fund of the Department for Communities and Local Government. References to "us", "we", and "our" shall be construed accordingly.
2. All delegate bookings for the Event are subject to these Terms and Conditions, which shall apply to the exclusion of any terms imposed by you. All bookings are subject to availability.
3. It may be necessary for reasons beyond our control to alter the advertised content, timing and/or location of the Event or the advertised speakers. We reserve the right to do this at any time.

Prices and Payment

4. Once your booking has been received you are liable for all outstanding payments for your delegate place, whether or not you attend the Event

Cancellation Policy

5. Should you be unable to attend we welcome a substitute delegate attending in your place at no extra cost. Please notify us by email at the address above with the name and job title of both the registered delegate and the replacement delegate. Please note, the terms and conditions apply to both the original and substitute delegate.
6. If written notice of cancellation is received by fax, email or letter, up to 30 days before the Event start date, 50% of the fee will be refunded. Regrettably no refunds will be made for cancellations received 30 or fewer days before the start date or for non-attendance.
7. We shall not be liable to you for travel, accommodation or other costs if we are required to cancel the Event as a result of an event outside our control (including, without limitation, to acts of God, floods, lightning, storm, fire, explosion, war, military operations, acts of terrorism or threats of any such acts, any strike action, lock-outs or other industrial action and a pandemic, epidemic or other widespread illness).

Documentation

8. All rights (including copyright and database right) in all presentations, documentation and materials published or otherwise made available as part of the Event (including but not limited to any audio-visual recording of the Event) ("Content") is owned by the FSC and/or third parties. No photography, filming, broadcast or other dissemination of the Content is permitted. You shall not distribute, reproduce, modify, store, transfer or in any other way use any of the Content other than for your own personal and private use, and in particular you shall not:
 - upload any Content into any shared system
 - create a database of any Content
 - include any Content in a website or on any intranet
 - transmit or re-circulate any Content to any third party
 - otherwise make any commercial use of the Content whatsoever;
 - use Content in any way that might infringe third party rights or that may bring the FSC into disrepute.
9. The Content does not necessarily reflect the views and opinions of the FSC or its staff. Suggestions or advice contained in the Content should not be relied upon in place of professional or other advice.
10. Whilst the FSC takes care to ensure that the Content is accurate and complete, some of it is supplied by third parties and the FSC is unable to check its accuracy or completeness. You should verify the accuracy of any information before relying on it. The Content is provided on an "as is" and "as available" basis without any warranties of any kind (express or implied). FSC hereby excludes to the fullest extent permitted by law all liabilities, costs, claims, damages, losses and/or expenses arising from any inaccuracy or omission in the Content or arising from any infringing, defamatory or otherwise unlawful material in the Content.

Freedom of Information

11. The College is subject to the Freedom of Information Act 2000 ("the Act"). All delegates agree to assist and co-operate with the College to enable it to comply with its' obligations under the Act. The College shall be responsible for determining whether information is exempt under the Act and for determining what information shall be disclosed. Any disclosure will always be done only after consulting with delegates whenever reasonably possible.

Liability and Governing law

12. The FSC shall not be liable under or in connection with these Terms and Conditions in contract, tort (including but not limited to negligence) or howsoever arising including for any loss of profits, business or goodwill, or for any indirect or consequential loss you may suffer or incur. Nothing in these Terms and Conditions shall restrict or exclude any liability that we have which cannot be excluded by law and in particular our liability for fraud, and death or personal injury caused by our negligence shall not be limited or excluded in any way.
13. If any term of these Terms and Conditions is held to be invalid or unenforceable, the remainder of these Terms and Conditions shall remain valid and enforceable.
14. These terms and conditions shall be governed by and construed according to English law and the parties submit to the exclusive jurisdiction of the English courts.

This event is run by The Fire Service College

At some events we will have a photographer present, please tick this box if you are unwilling to give permission for any photographs taken of you to be used in future Fire Service College literature and on the Fire Service College website.

At some events we will audio record the Symposium sessions, including Q & A and publish this on our Fire Service College website. Please tick this box if you would wish any recordings in which you are included to be deleted prior to publication.

Data Protection - your consent

The Fire Service College takes your privacy seriously, and to protect it we comply with the standards and guidelines contained in the Data Protection Act. The completion of this booking signifies your consent to allow the Fire Service College to collect and process the personal information you have provided on this form. This following privacy statement describes: The information we collect; what we do with it; who we share parts of it with.

Privacy Statement

We believe it is **veryhighly** important to respect the privacy of all delegates and to make only safe and ethical use of the information provided. Where we ask for information we do so in order to offer a service to you, or to answer your queries or complaints. We aim to give you as much control as possible over the information you do give, and in all cases the disclosure of your personal details is voluntary.

Some of the information you give will be held in databases. We will ensure that these are secure and can only be accessed by authorised people. We may also ask you to complete surveys or questionnaires. These will always be voluntary, but we may use the information from them to improve our services or our marketing to relevant delegates.

If you believe that any information we hold about you is inaccurate, please notify us at: informationservices@fireservicecollege.ac.uk, and we will do our best to correct it as quickly as possible.

Who will have access to the information?

Any information you give will be available to **P**people authorised by the Fire Service College. Participants' names and organisations will be made available to other attendees on the same event.

Information you give in response to surveys and questionnaires will be used in two ways: By the Fire Service College to help to improve its services to **_**customers; By third parties that undertake market research for the Fire Service College, where the information will be made available only in the form of anonymous statistical reports. We may follow up some survey responses by phone or e-mail.

How long will personal information are stored for?

We will retain personal information, on our systems, for as long as it is necessary to fulfil the purposes we collect it for, as required by law or to enforce or defend legal claims.

Market Research

To assist us with our market research, we would be grateful if you could please indicate below how you heard about this Symposium – thank you.

Magazine Article	
FSC website	
Mail shot	

Personal recommendation	
Telephone Marketing	
Other	