

safe events

BOOKING NOTES

Places will be allocated on a first-come, first-served basis so apply early to secure your place.

The fee for this conference is shown on the booking form. This includes conference notes, buffet lunch and refreshments.

An invoice will be raised on receipt of this booking form and sent, under separate cover, to the address indicated.

Payment must be made within 28 days of the invoice date and in advance of attendance in order to secure your place.

Cheques should be made payable to PSS Conference Account and returned to Benedict Business Resources. BACS details will be provided on the back of the invoice.

Unfortunately we are unable to receive telephone bookings.

CONFIRMATION

A pack confirming your place will be mailed individually to each delegate shortly after receipt of the booking form.

CANCELLATION

It will not be possible to refund any fees if notification of cancellation is received after 3rd April 2006. Any booking cancelled after this date will be subject to the full conference fee. Substitute delegates are welcome. Notification of a change of name must be received in writing, by email or by fax.

Please note that it may be necessary, for reasons beyond the control of Public Sector Strategies, to change the content or timing of the programme, speakers or the venue.

DATA PROTECTION

By signing this booking form you consent to these details being stored in a database operated by Benedict Business Resources on behalf of the Public Sector Strategies which will only be used for the purposes of administering this conference and will not be sold to any third parties.

Special needs information will be disclosed to the venue's representatives in order to facilitate your attendance at the event.

A full copy of the BBR privacy policy is available on request.

ACCOMMODATION

Delegates wishing to stay at the conference centre for Monday and/or Tuesday night are offered a three-course dinner, bed and breakfast. This also includes the use of the health and fitness suite, and swimming pool. Also on site is a championship 18 hole golf course with driving range and a beauty treatment salon. For prices and availability or to book, please call 0870 609 1156.

ABOUT THE VENUE AND ITS LOCATION

The events will be held in the purpose-built Staverton Park set in 18 acres. This is easily accessible from the M1 (10 minutes) M6 (25 minutes) and M40 (30 minutes). Taxis are available from Rugby Station.

MINI-BUS

A mini bus service has been arranged for delegates travelling by train on Tuesday, 25 April. The bus will collect delegates from Rugby Station at 09.00 and return delegates at the end of the conference, leaving Staverton Park at 16.10. The fee of £12.00 includes two journeys. If a delegate wishes a one-way journey please call 01483 205432 to book. The 'confirmation of place' letter will contain full details for those booking this service. The journey is approximately 20 minutes depending on the volume of traffic.

FORCE MAJEURE

Public Sector Strategies and Benedict Business Resources shall not be liable for any failure or delay in the performance of its obligation where the same is due to any circumstances outside its reasonable control including (without limiting the foregoing) war, strikes, lockouts, flood, earthquake, natural disasters, industrial action, shortage of supplies, breakdown of machinery, failure of utility supply, transport delays, accidents, government action, fire, riot, terrorism or criminal acts or delays caused by sub-contractors.

PLEASE SEE REVERSE FOR DELEGATE BOOKING FORM

Delegate Booking Form

1. MANAGING TEMPORARY EVENTS SAFELY

2. COMPETENT RISK ASSESSMENT

1. Tuesday, 25 April, 2006 2. Wednesday, 26 April, 2006

STAVERTON PARK CONFERENCE CENTRE, DAVENTRY, NORTHAMPTONSHIRE

Registration - Please complete, sign & return by fax, email or post to the conference organisers for this event:

Benedict Business Resources
St Jude's Place, P.O. Box 617,
Albury, Guildford, Surrey GU5 9XU

Tel: 01483 203 536
Fax: 01483 202 335
Email: benedictbr@btinternet.com

PAYMENT: Rate per delegate
Educational Sector Rate

- Conference only
£195.00 + £34.13 VAT **Total £229.13**
- Risk Assessment Seminar only
£195.00 plus £34.13 VAT. **Total £229.13**
- Both days
£350.00 plus £61.25 VAT. **Total £411.25**

Full Rate

- Conference only
£265.00 plus £46.38 VAT. **Total £311.38**
- Risk Assessment Seminar only
£265.00 plus £46.38 VAT. **Total £311.38**
- Both days
£405.00 plus £70.88 VAT. **Total £475.88**

Accommodation and bus

(Monday only from and to Rugby station)

- Monday 24 April (see notes on reverse)
Dinner, bed & breakfast £115.00 plus VAT.
- Tuesday 25 April (see notes on reverse)
Dinner, bed & breakfast £115.00 plus VAT.
- Minibus (notes on reverse) £12.00 + VAT

payable to **PSS Conference Account** and return to
Benedict Business Resources.

Please attach an official order when making this booking or quote relevant purchase order number and forward as soon as possible.

Signed

Dated

If you do not wish to be notified about future PSS conferences and events please indicate by placing a cross in the box.

Please note that these details will not be sold to third parties for any purpose.
Please complete in BLOCK CAPITALS

CONTACT DETAILS

Name of organisation:

Address to which delegate packs should be sent:

Town, County:

Post Code:

Contact Name:

Telephone:

Fax:

Email:

Purchase Order No:

Invoicing Address if different:

DELEGATES' DETAILS

Delegate 1

Title:

Name:

Job Title:

Conference only / Seminar only / Both (please circle)

Special Needs – Please circle as appropriate

Vegetarian Diet Induction Loop

Vegan Diet Large Print

Wheelchair Access Other (please specify)

Workshop Choices (conference): A B C D (please circle)

Delegate 2

Title:

Name:

Job Title:

Conference only / Seminar only / Both (please circle)

Special Needs – Please circle as appropriate

Vegetarian Diet Induction Loop

Vegan Diet Large Print

Wheelchair Access Other (please specify)

Workshop Choices (conference): A B C D (please circle)