



F Gas Assessment & Accreditation Booking Form
Wakefield Road, Rothwell Haigh, Leeds LS26 0SB
Please arrive at 9.30am for a 10.00am start

Date of Assessment:- .....

Please book places on the FGas Assessment for the persons named hereunder:

Table with 5 columns: First Name, Surname, Date of Birth, Company/Location, Email address. Rows 1, 2, 3.

Address: \_\_\_\_\_ Postcode: \_\_\_\_\_

Phone: (day) \_\_\_\_\_ (mobile) \_\_\_\_\_

Email address: \_\_\_\_\_

Itinerary for the day:- Refresher Training, Assessment, Online Test
Light lunch provided:- Any special dietary requirements: \_\_\_\_\_

Table with 4 columns: Assessment, No. of People, Price per person, Total Cost. Rows for Assessment (£150) and Accreditation (£62.40).

\* PLEASE NOTE:- Once enrolled non refundable
Candidates must be familiar with the use of Air Conditioning recovery equipment
Please bring your steel toe capped boots and overalls.
If you wear glasses, please bring them along.

Form with three sections: a) Please give details of any previous experience in Air Conditioning Gas Recovery. b) Please give details of any medical, mental, physical condition or learning difficulty which could have a bearing on your ability to complete this Assessment: Are you competent to use a laptop? c) Please indicate if there is any particular aspect of this Assessment which you feel you might need extra help or information:

I have read and understood the Booking Conditions provided. I am authorised to accept the conditions of the booking as specified on behalf of all persons named on this form and AutoDrain to book the Assessment arrangements set out above.

I enclose a cheque for the total amount of £....., made payable to AutoDrain.

Signature, Name (Please Print), Date

Please return this form to sarah@autodrain.net, by fax 0113 2880999 or Post

The contract for your Assessment, all possible care is taken to see that you have a happy and successful Assessment. The booking conditions below seek to explain as clearly as possible the responsibility undertaken between us when you make, and we accept, a booking.

### **1. To make a booking**

Reservations can only be made directly with AutoDrain who will provide you with a booking form. This booking form must then be completed and signed by the person accepting the booking conditions on behalf of all those named on the form. It should then be posted to AutoDrain together with the full amount before we will confirm your place(s) on the Assessment. Once registered it is impossible to change the candidate name. The contract is effective on our written confirmation invoice to you and is governed by English Law. Both parties agree to submit to the jurisdiction of the English Courts. Bookings are accepted at our discretion.

Cheques should be made payable to **AutoDrain**.

### **2. Our price policy**

The prices given in the prospectus are the expected cost of the package described and will be confirmed when you make the booking. Once the booking has been confirmed in writing, we guarantee that we will not increase the price of the Assessment.

### **3. If you cancel your booking:**

Cancellations will be non refundable once enrolled.

### **4. Before you make a booking**

Participants should be aware that they need to have some knowledge of Air Conditioning Gas Recovery.

Before making a firm booking for the Assessment, intending participants **MUST** make certain it is appropriate to their physical/mental abilities. In addition, pre-existing medical or mental conditions or learning or physical disabilities, whether or not these are controlled by medication or are currently dormant, must be declared before booking. The company shall not be responsible if any participant is unfit for the Assessment. It remains the responsibility of each participant to disclose the existence of such a medical condition. The company will not be held responsible for any failure to do so.

### **5. Bookings are accepted on the following understanding:**

It is necessary that a participant abides by the authority of, and co-operates with, the organisers, and their agents/representatives. Signing the booking form signifies the participant's agreement to this, and we reserve the right to terminate without notice the Assessment arrangements of any participant who commits an illegal act when or whose behaviour is such that it is likely, or that of any accommodation owner or manager, or other person in authority, to cause distress, danger, damage or annoyance to other customers, employees, property or to any third

party. In all cases we will be under no obligation whatsoever for any costs incurred, and the participant concerned shall not be entitled to any refund.

### **6. Our liability to you**

We promise to ensure that all parts of the Assessment we have agreed to arrange as part of our contract are provided to a reasonable standard and in accordance with that contract.

- i) attributable to the participant or any member of his or her party,  
**or**
- ii) a result of unusual or unforeseen circumstances beyond the control of the company or the supplier of the service in question which could not have been predicted or avoided even after taking all reasonable care

### **7. Should you have a complaint**

In the event of problems arising during the Assessment, participants should try to resolve them directly with AutoDrain staff, and/or their representatives. If the problem cannot be resolved at this time an incident report form will be completed, a copy of which will be given to you. You should write to AutoDrain, Wakefield Road, Rothwell Haigh, Leeds LS26 0SB giving full details of any complaint and enclosing your copy of the incident report form. This letter must be received by the company within 21 days of your return.

Complaints will be dealt with in accordance with the procedures of the company under which the complaint will be investigated by a senior official within a given timescale. Should an amicable solution not be agreed an appeal will be handled at Board level.

### **8. Special requests**

Any special requests made on your booking form are noted, and though we do our very best to comply with these we cannot guarantee they will be provided.

### **9. Force majeure**

This is the term applied to unusual and unforeseeable circumstances that are beyond our control. Compensation payments do not apply to changes, cancellations or curtailment caused by reason of war, threat of war, riots, civil strife, terrorist activities, industrial disputes, natural or nuclear disaster, fire, adverse weather conditions, floods etc or similar events. We cannot accept responsibility where the performance or prompt performance of our contract with you is prevented or affected as a result of such circumstances.

### **10. Data Protection Act**

In order to process your booking and ensure that your booking arrangements run smoothly, we need to use the information you provide such as name, address etc. We take full responsibility for ensuring that proper security measures are in place to protect your information whilst in our hands.