

BOOKING FORM:
 Email booking form to enquiry@thehedgehogevent.com
 Fax booking form to 086 673 6142

<input type="checkbox"/> Breakfast Session	<input type="checkbox"/> Training Block	<input type="checkbox"/> Conference	<input type="checkbox"/> Workshop	<input type="checkbox"/> Other
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Event Name :		Date of Event :	
Event Name :		Date of Event :	
Event Name :		Date of Event :	
Event Name :		Date of Event :	
Total Fee :			

Please note: By completing this registration form – you acknowledge that you have understood the terms & conditions outlined below. You will be liable in your personal capacity for the full payment should the company not pay us directly. If you do not hear from us within 24 hours of booking please contact us.

CONTACT INFORMATION:

Delegate's Name:		Surname:	
Identity Number:		Title:	
Company:			
VAT Registration Number:			
Work Tel:		Work Fax:	
Mobile Number:		Email Address:	
Personal Physical Address:			
Position:			
Special Needs (Pregnant, disabled or other):			
Do you have training vendor forms that need to be completed by The Hedgehog Event (Please indicate with a "yes" or "no". If "yes", please attach all forms.)			

DELEGATE INFORMATION:

Name:		Surname:	
Name:		Surname:	
Name:		Surname:	
Name:		Surname:	
Name:		Surname:	
Name:		Surname:	
Name:		Surname:	
Name:		Surname:	

ACCOUNT DETAILS:

Please note it is mandatory to include a physical address and landline contact number.

Billing Address (Include Postal Code):			
Physical Address:			
Contact Person:		Contact Number:	

GENERAL TERMS & CONDITIONS:

We are committed to bringing you exceptional training & service and have therefore taken every care to ensure that our terms & conditions are understood by you to avoid issues of cancellations, bookings & transfers.

General terms and conditions:

- We reserve the right to change the date or cancel an advertised course without liability.
- Once your registration form has been received, we will issue you with a tax invoice within 24 hours.
- All obligations to The Hedgehog Event by the delegate and the company are joint and several. It is the delegate's responsibility to ensure that payments are made.
- The registration fee includes if applicable – Training material, meals, refreshments and free parking in designated areas. It does not include travel, transport or accommodation.
- Delegates traveling from outside of Johannesburg must not book flights, accommodation or transport, until final confirmation for the course has been sent confirming that the course is going ahead.
- A Certificate of Attendance will be issued upon completion. Delegates who do not attend will not be given certificates. Reissuing of certificates will be charged at R150 excluding courier costs.
- **Payment can be made in the following ways:**
 - **EFT – Electronic Transfer**
The Hedgehog Event
First National Bank
Account Number: 62083382045
Branch Code: 250655
 - **Cheque**
Made out to The Hedgehog Event CC
 - **Credit Card**
When booking online we have a credit card facility. You can go to www.thehedgehogevent.com and click on the course you wish to attend and it will allow you to pay automatically via credit card.
- **Please use invoice number as reference on all payments.**

Corporate Companies:

- No shows on the day of training will be charged 100% of the course fee.
- Payment, or proof thereof or an order number must be received on or before commencement of the course.
- If the delegate has a medical certificate and is unable to attend due to illness, a 10% administration fee will be charged to move the booking.
- A substitute is welcome at no extra cost however we must be informed of this change at least one day before the course.
- Delegates may transfer their registration to another course, once at no change – provided we are informed at least 5 working days before the course. Thereafter a 10% of overall course - administration fee will be charged.
- For last minute transfers or transfers made inside the 5 working days, a late transfer fee of 20% will be charged.
- Registrations may be cancelled, in writing, up to 5 days before the course takes place, incurring a 10% administration costs.
- Cancellations made inside of the 5 days will be liable for the full fee.
- Unfortunately, no refund will be given to delegates who do not attend without giving prior notice.

SME Companies (Less than 20 employees):

- SME delegates will only be confirmed once full payment has been received.
- Without proof of payment delegates will not be allowed to attend training on the day.

The Hedgehog Event: Banking Details

Account Name: The Hedgehog Event	
First National Bank	
Account Number: 62083382045	Branch Code: 250655

ACCEPTANCE:

The parties whose signatures are appended hereto agree to all the terms and conditions stated within this agreement.

I have read and understand all the terms & conditions. <i>(Required - Please indicate with a "yes" or "no")</i>	
Thus done and signed by the Company at <i>(Required - Please sign)</i>	
For and on behalf of THE COMPANY duly authorised <i>(Required - Please print name and surname)</i>	