



NoOffence!

Venue Details

We are very grateful that you are considering providing a training room free of charge in support of NoOffence! and our network. We reach in excess of 24,000 people across the entire justice sector and we will ensure that your organisation will benefit from the promotion of this training course. Surplus generated will help us to provide the valuable service we offer for the benefit of all involved in justice and we are very grateful that your support is helping us to achieve this.

In exchange we will provide you with a free place to attend the training.

We will notify you of the subject matter and it will be your choice whether this is acceptable to you before final agreement is made with the trainer.

In the first instance, please complete the following and we will register your offer and match you with a suitable trainer and notify you as soon as possible.

Name of organisation:

Contact name:

Telephone number:

Email address:

Address:

Date available:

Times available:

Room capacity:

What equipment do you have available?

(Please detail, for instance screen, projector, flip charts)



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Do you have access to catering?

(If yes please provide contact details)

Would you be able to provide tea, coffee and water?

Are there any training subjects that would not be acceptable to you?

(If yes please state)

Authorising signature:

(Typed signature accepted)

Terms and Conditions

Cancellation: In the unlikely event that you have no alternative but to cancel this arrangement please inform us as soon as possible. Attendees may have already booked travel and accommodation and we would need to inform them as soon as possible to limit the amount of inconvenience. We would seek to reschedule in the first instance.

We really appreciate your offer of a free room to provide training. It will be necessary for you to provide a suitable room and access to toilet facilities, and drinks for delegates (tea, coffee and water). We will arrange for lunch to be delivered for all delegates at no cost to you.

The trainer will take responsibility for the delegates during the course of the training. Please make known to them of any housekeeping requirements: fire alarms etc.

The trainer will endeavour to leave the room as they found it.