

## BOOKING FORM

### Open Mental Health First Aider Two-Day Course with MYB

**Wednesday 8<sup>th</sup> & Thursday 9<sup>th</sup> May 2019**

- Venue:** Canon, Cockshot Hill, Reigate, Surrey RH2 8BF
- Date/Time:** 8 & 9 May 2019. Two days  
Arrive by 8.45am for strict 9am start. Course finishes at 5pm. Delegates **MUST** attend for the full duration on both dates to gain certification
- Trainer:** Jane Cattermole (accredited MHFA England Instructor)
- TOTAL COST:** £280.00 per person (no VAT)  
Price includes a MHFA manual, workbook and certificate for each attendee. Refreshments and cold lunch are included on both days  
***Note: The FULL COST is due immediately in order that the place/s may be confirmed.***

**Minding Your Business (MYB)**, is the training and consultancy arm of Surrey based charity, ESRA Ltd, providing Mental Health First Aid training and bespoke workshops / training to organisations throughout the country.

MHFA is valuable in providing education on a range of mental health problems along with reducing stigma and encouraging early intervention. MHFA does not intend to train people to become therapists, but to provide the non-expert with knowledge of the signs and symptoms of a range of mental health problems and the confidence to intervene when a problem is observed – comparable to the competency provided in physical 'first aid' programmes.

***Please complete:***

Number of Places Required	Cost per person (£)	TOTAL COST
	£ 280.00	£

***Attendees Name/s:***

SURNAME	FIRST NAME	Job Title	Special Requirements #

# - for example dietary, mobility assistance etc



MHFA England



Please complete and return the following to **info@mindingyourbusiness.org.uk** or post to **Minding Your Business, c/o ESRA Ltd, 11 Oakdene Road, Redhill, Surrey RH1 6BT**

<b>Booking Contact Name:</b>	
<b>Job Title:</b>	
<b>Company name:</b>	
<b>Company address:</b>	
<b>Work Email:</b>	
<b>Direct Tel:</b>	

**PAYMENT DETAILS**

Please advise of one of the following (tick):

- I have made a transfer of funds for £\_\_\_\_.00 to:  
**Sort code:** 30-94-38 **Account :** 01068518 **Ref :** *MHFA May19/surname*
- I enclose payment by cheque to **ESRA Limited** for £\_\_\_\_.00
- Please invoice my employer as follows (name/dept/address/PO etc) :

<p><b><u>Contact Name/ Department:</u></b></p> <p><b>FINANCE/PAYMENT EMAIL ADDRESS:</b></p> <p><b>Also Invoice Postal Address/Postcode:</b></p> <p><b>PURCHASE ORDER NO (if applicable):</b></p>
--

**Invoiced places will be held for 7 days after invoicing to allow payment to be processed.**

**TERMS AND CONDITIONS**

Read all details on pages 1,2 & 3, and tick **and/or** sign here. This shows that you agree to the terms and conditions.

*I have read and accept the Terms and Conditions for this booking as outlined on pages 1 to 3 of this form.*

**Signature:** \_\_\_\_\_

### **Minding Your Business (MYB) Terms and Conditions:**

- The person completing this form is 'the client'
- MYB accepts reserved bookings on completion of this booking form
- By completing and submitting this booking form, the client agrees to the dates, times and cost of the course booked
- Payment is required in advance of the course date, and the course is not secured until payment has been received. In the case of invoicing a place of work, once a booking form has been completed, you are obligated to transfer the Minding Your Business (MYB) invoice to your administrator/accounts and secure prompt payment.
- All invoices are payable in full within 7 days, unless otherwise agreed in writing

### **Cancellations:**

- Although we try to avoid cancellations, MYB reserves the right to cancel or postpone the course at short notice. In the case of MYB cancelling, the client will be offered an alternative date or a full refund. MYB cannot be held liable for any costs the client may incur in arranging travel and/or accommodation in relation to the course, should the course be cancelled or postponed
- In the event of the client wishing to cancel the booking, they are subject to the following charges plus any costs already incurred by MYB:
  - 100% course fee if the client cancels 0 to 13 calendar days prior to commencement of the course
  - 50% course fee if the client cancels 14 to 29 calendar days prior to commencement of the course
  - Full refund if the client cancels 30 or more calendar day prior to commencement of the course
- In the case of costs being incurred by MYB and retained at the point of cancellation, MYB will produce copies of any documentation and receipts and make them available to the client
- Cancellations must be received in writing (including email) and MYB will accept the cancellation based on the date it is received in writing

---

---

### **CONTACT US at Minding Your Business (MYB)**

If you have any questions regarding this booking or would like to talk to us about running further courses, please don't hesitate to contact either Judy Corney or Donna Barrington-Smith, at Minding Your Business on 01737 772126 [info@mindingyourbusiness.org.uk](mailto:info@mindingyourbusiness.org.uk) or [judycorney@mindingyourbusiness.org.uk](mailto:judycorney@mindingyourbusiness.org.uk)

---

---

**Minding Your Business** is a part of the charity, **ESRA Limited** (Employment Support & Retraining Agency). All profits from MYB go to ESRA. This enables ESRA to continue working to support clients experiencing mental health difficulties (including stress), to retain or return to employment.

ESRA registered as a charity no. 281004 A company limited by guarantee and not having share capital. Registered in England no 1512263. Registered office: 11 Oakdene Road, Redhill, Surrey RH1 6BT