

Tenant and leaseholder training booking form



**Nottingham
City Homes**

Get Involved

Booking details

Please read the booking details below before you send us your booking form (which can be found after the next page) as it contains important information.

How to book

Decide on the event that you want to attend and fill in the booking form – one for each person attending (you can photocopy this application form if you need extra forms).

Post, fax or e-mail it to the address shown. We will send you further information including a map approximately one week before the event.

Cancellation policy

If you need to cancel your booking for any reason, please give us as much notice as possible. This will allow us the time to find someone to go in your place.

Our aim is to make sure that the events run as planned. However, there may be times when, due to circumstances beyond our control, we have to alter or cancel the event. Should this be the case we will give you as much notice as possible.

Quality

We aim to provide good quality events, run by experienced and qualified speakers in accessible and comfortable venues.

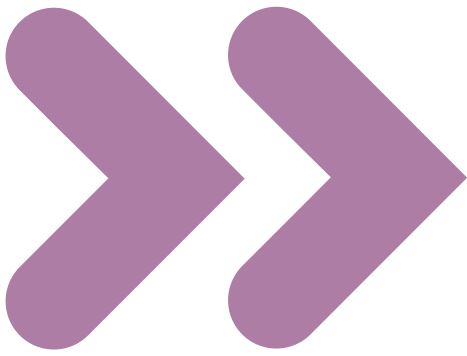
If you are dissatisfied with the event please contact us to discuss your concerns, and make sure you fill in your feedback forms. This will help us make sure that our future events are organised efficiently, have interesting programmes and offer good value to those taking place.

Help us to help you

We recognise that we may need to offer some participants extra support to make sure everyone gets the most from the event. Please indicate on the booking form, in as much detail as possible, any kind of help you may need.

Let us know if you need to bring a carer with you or if you require particular building access. Also, let us know if you have any particular dietary requirements. We will do our best to meet your needs.





Nottingham City Homes' policy

To make sure our events are conducted in a suitable environment, Nottingham City Homes reserves the right to ask an individual to leave an event if they are causing distress to delegates or anyone else connected with the event.

This relates to all forms of harassment including, racial, sexual, verbal or physical. Should any problems occur, please bring them to our attention as soon as possible.

Insurance

Nottingham City Homes will make sure that all venues used for our events hold sufficient Public Liability Insurance.

All other insurance, including travel to and from the venue, is the responsibility of the individual delegate, either through private or employers insurance.

Publicity

Photographs taken at our events will be used in our publicity.

If you would not like us to use a photograph you are featured in for publicity purposes, please state this on the booking form.

If you are interested in any training sessions please contact:



Tenant and Leaseholder Involvement Team
14 Hounds Gate
Nottingham
NG1 7BA



0115 9157380

Minicom: 0115 9157447

Fax: 0115 9157185

Text: INVOLVE to 60066



gettinginvolved@nottinghamcityhomes.org.uk






Training request form



We are committed to empowering our tenants to become more involved in our decision making. As part of this we aim to provide a range of training opportunities.

Please tick the box applicable to you:

-  I am a Nottingham City Homes tenant
-  I am a Nottingham City Homes Leaseholder
-  I am a homeowner or resident

Individual details:

Last name: _____ First name(s): _____

Address: _____

Please tell us which group you are a member of – ie local contact, tenants and residents association, area panel, forum or tenants and leaseholders congress

Telephone number: _____ E-mail address: _____

Request details:

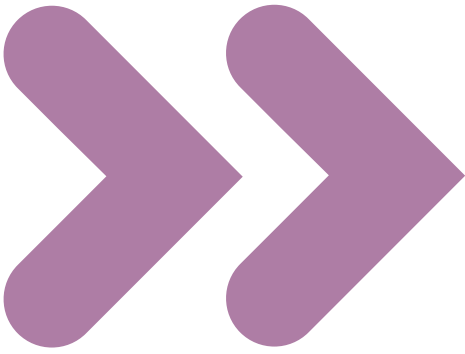
Course/training requested: _____

Title of course: _____

Training date(s): _____

Individual requirements: _____





How did you find out about this training?: _____

Additional information:

What will you be able to do better as a result of this training? _____

How will your knowledge/skills improve? _____

Authorisation of Tenant and Leaseholder Involvement Manager:

Signed: _____ Date: _____

Please return completed forms to:

Tenant and Leaseholder Involvement Team
Nottingham City Homes, 14 Hounds Gate, Nottingham NG1 7BA

Tel: 0115 9157380

Fax: 0115 9157414

Or e-mail to: gettinginvolved@nottinghamcityhomes.org.uk

