

Reservation Form

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This form is for all courses shown in the 2009 Training Course Directory

For courses with codes starting in **U**

Please book through the Southampton UK Office:

Complete this form and fax to: **+44 (0)23 8033 1972**
Provisional booking by phone: **+44 (0)23 8033 1551**
Provisional booking by email: **training_uk@osrlearl.com**
Online reservations: **www.osrlearl.com**

OR

Complete this form and post to: **OSRL/EARL, Lower William Street
Southampton SO14 5QE
United Kingdom**

For courses with codes starting in **S**

Please book through the Singapore Office:

Complete this form and fax to: **+65 6266 2312**
Provisional booking by phone: **+65 6266 1566**
Provisional booking by email: **training_sg@osrlearl.com**
Online reservations: **www.osrlearl.com**

OR

Complete this form and post to: **OSRL/EARL, 2 Jalan Samulun
Singapore 629120**

COURSE DETAILS

Course Code:	Start Date:	Course Fee:
Yes, I would like to take up the OPITO Assessment Option <input type="checkbox"/>		

DELEGATE DETAILS

First Name:	Family Name:
Position/Job Title:	
Telephone:	Fax:
E-mail address:	
Company Name:	
Company Address:	
Postal/Zip Code:	
Dietary Requirements:	
Disabilities or Medical Conditions we should be aware of:	

PAYMENT OPTION 1 CREDIT CARD

Credit Card: <input type="checkbox"/> <input type="checkbox"/>	Card Number:
Card Holder's Name:	
Security Code (last 3 digits on back of card):	Expiry Date:

PAYMENT OPTION 2 CHEQUE

Cheque payable to **OIL SPILL RESPONSE AND EAST ASIA RESPONSE LTD.** Must be made in UK£ or US\$.
(Please attach to this form and send by post to the relevant address above)

PAYMENT OPTION 3 INVOICE

Company Name:	Attention:
Company Address (if different from above):	
Purchase Order No:	
E-mail Address:	<input type="checkbox"/> Tick this box if you DO NOT accept invoices by email.
Telephone:	Fax:

PAYMENT OPTION 4 BANK TRANSFER

Please see overleaf for details.

SPONSORING ORGANISATION AUTHORISATION

I authorise this booking and agree to abide by the Terms & Conditions as set out overleaf.

Signed:	Print Name:
Company:	Date:

All Booking forms must be signed to be accepted!

HOTEL BOOKINGS

OSRL/EARL has secured competitive rates at hotels in Southampton and Singapore. To obtain these competitive rates and to utilise the transport provided by OSRL/EARL, your booking must be made through OSRL/EARL.

Please select the relevant box for your hotel booking	<input type="checkbox"/> Please make a booking for me	<input type="checkbox"/> I will make my own accomodation arrangements
Please see clause 26 on the Reservation Form Terms and Conditions	Arrival Date: DD / MM / YY	Departure Date: DD / MM / YY

Please make your bookings as far in advance as possible to reduce the chance of disappointment from fully booked courses!

OSRL 198 ISSUE No4 REV. 21/7/08

[Terms and Conditions of Training Course Reservations overleaf](#)



www.osrlearl.com

FOR CONTACT DETAILS, CLICK HERE



RESERVATIONS

- Telephone enquiries may be made to OSRL/EARL to check suitability of courses and availability.
- Bookings may be made online via our website www.osrlearl.com. Details of the payment method will be required at the time of making the online booking. On receipt of internet bookings, notification will be sent by OSRL/EARL confirming the booking, a receipt of payment or invoice will also be sent to the parties identified on the internet booking form. Joining Instructions will accompany this notification or follow afterwards, depending on timing of the booking and the scheduled course delivery.
- Additionally, reservations may be made formally, using the booking form duly completed and sent to OSRL/EARL by fax, post or scanned copy, forms without a signature accepting these terms and conditions will not be accepted. Any reservations made by telephone will only be provisional until a signed booking form has been received by the relevant training department at OSRL/EARL. A notification will be sent by OSRL/EARL confirming the booking, a receipt of payment or invoice will also be sent to the parties identified on the booking form. Joining Instructions will accompany this notification or follow afterwards, depending on timing of the booking and the scheduled course delivery.

PAYMENTS

- Invoices will be sent immediately on OSRL/EARL's confirmed receipt of the booking form.
- Payment must be received no later than 30 days before the start of the course. If a booking is made later than that time, payment must be made immediately.
- Should a delegate encounter difficulty in meeting the payment date, contact should be made with the relevant Training Department as soon as possible.
- OSRL/EARL reserves the right to refuse delegate attendance on a course, if payment is not settled before the start of the course.
- Payment must be made in UK £ sterling for all published courses with the exception of courses where payment is required in US\$ dollars.
- Certificates will be withheld from delegates if payment is overdue.
- OSRL/EARL shall not be deemed to have received payment until the sums are credited for value to the said account.
- All courses delivered in the UK will be subject to VAT at the applicable rate. For courses delivered in the UK the published course fee includes VAT. For courses delivered in Singapore, the fees will be subject to GST if applicable.
- Published course fees for all courses delivered outside of the UK are nett of all taxes and bank charges. The sponsoring organisation will be responsible for payment of any taxes or charges which are due.
- The Client shall not withhold or set off any amount from any payment due to OSRL/EARL.
- The Client shall indemnify and keep indemnified OSRL/EARL against all forms of taxation or fiscal imposts of whatsoever nature levied upon OSRL/EARL or its employees in any jurisdiction other than the United Kingdom and Singapore arising out of OSRL/EARL's performance of the Services, including, without limitation, withholding tax and local added value taxes in any such jurisdiction and any customs or import or export duties. For the avoidance of doubt, in the event of any withholding of tax the Client shall pay to OSRL/EARL such further amount, in addition to the sum payable under this Agreement, so that OSRL/EARL shall receive such sum as it would have received had no such withholding taken place.
- OSRL/EARL may demand security for payment before continuing with or delivering any of the Services.
- Interest on any sums due to OSRL/EARL and not paid by the course date will accrue at the rate of 3 per cent per annum above the base rate of HSBC bank PLC, London as published from time to time. Such interest will run from day to day and accrue until payment is actually made whether before or after any judgement or other resolution of any dispute.
- The sponsoring organisation is responsible for payment of course fees. For course codes starting with **U** use box A & B, for course codes starting with **S** use box C & D:

A.

Electronic Transfers for payments in UK £ sterling
 Account Name: **Oil Spill Response and East Asia Response Limited**
 Account Number: **72296853**
 Sort code: **40-01-06** IBAN: **GB16MIDL40010672296853**
 Address: **HSBC Bank Plc, West End Commercial Centre
 90 Baker Street, London, W1U 6AX**

B.

Electronic Transfers for payments made in US \$
 Account Name: **Oil Spill Response and East Asia Response Limited**
 Account Number: **67112999**
 Sort code: **40-05-15** IBAN: **GB21MIDL40051567112999**
 Address: **HSBC Bank Plc, West End Commercial Centre
 90 Baker Street, London, W1U 6AX**

C.

Electronic Transfers for payments in SGD (\$S)
 Account Name: **Oil Spill Response and East Asia Response Limited**
 Account Number: **147-188072-001**
 Swift code: **HSBCSGSG**
 Address: **The Hong Kong and Shanghai Banking Corporation Limited
 21 Collyer Quay, #01-01 HSBC Building, Singapore 049320**

D.

Electronic Transfers for payments made in US \$
 Beneficiary Name: **Oil Spill Response and East Asia Response Limited**
 Beneficiary Account Number: **260-532304-178**
 Beneficiary Bank: **HSBC Singapore**
 Beneficiary Bank Swift Code: **HSBCSGSG**
 Address: **The Hong Kong and Shanghai Banking Corporation Limited
 21 Collyer Quay, #01-01 HSBC Building, Singapore 049320**

COURSE FEES

- All fees include tuition, lunch, morning and afternoon refreshments and course materials. Some evening meals and entertainment are included in a selection of courses.
- Transport is provided for all courses conducted in Southampton, to and from OSRL/EARL's designated hotel – OSRL/EARL Southampton base. All transport will also be provided for exercises were applicable to the programme.
- Course fees do not include accommodation.
- The fees for a particular year are determined in advance. Any unavoidable change in fees will be advised at the time of booking.

CANCELLATIONS AND TRANSFERS

- We appreciate that occasionally difficulties will arise and result in nominated staff being unable to attend a training course, therefore cancellations will only be accepted without charge, if notice of cancellation is received in writing (fax acceptable) at least 20 working days (4 weeks) prior to the course commencement date. Any cancellations received after this date will be subjected to the following penalties:

Cancellation Notice Given	% of Course Fee Charged
Less than 5 working days	100%
6 - 10 working days	75%
11 - 15 working days	50%
16 - 20 working days	25%

- In place of a cancellation, OSRL/EARL will accept nomination of an alternate person to attend the course. Where an alternate delegate has been nominated no refund or credit note will be issued.
- OSRL/EARL reserves the right to cancel a course at any time without liability. In these circumstances, delegates will be offered an alternate date or course, a credit note or a full refund.

JOINING INSTRUCTIONS

- Upon receipt of a completed reservation form a notification will be sent confirming the booking, a full set of joining instructions will be sent to the delegate near the time of the course. This includes:
 - Confirmation of the course details and dates
 - Venue and contact details
 - Confirmation of accommodation reservations
 - Copy of the course programme
 - Maps for the designated hotel and venue
 - Advice on travel to Southampton or Singapore (if applicable)
 - Details on what to bring

ACCOMMODATION

- Delegates will be responsible for payment of their own hotel bill. Hotel accommodation for course delegates is only made for courses held in Southampton and Singapore. Delegates should indicate on the booking form whether they require OSRL/EARL to make a hotel reservation. Date of arrival and departure should clearly be stated on the form. OSRL/EARL cannot guarantee that the designated hotel will have available rooms on the selected dates. If the designated hotel is not available then OSRL/EARL will assist the delegate in finding an equivalent hotel. Hotel bookings are made on a bed and breakfast basis and include complementary transport to and from the OSRL/EARL base. Details of the hotel booking and reference number will be sent to the delegates email address in the joining instructions. The OSRL/EARL training department require a minimum of 4 days notice for hotel room cancellations. If the client wishes to cancel the room with less than 4 days notice then contact must be made directly with the hotel. Late cancellations are subject to "no-show" fees.

DRESS CODE

- OSRL/EARL does not operate a dress code and 'smart-casual' dress is acceptable, although it is essential that all delegates wear stout shoes for site walkarounds. Where practical exercises are organised for some courses, special clothing will be required and this information will be set out in delegates' joining instructions.

PROGRAMME

- As all OSRL/EARL training courses are regularly appraised and updated, the course description is intended as a guideline. OSRL/EARL reserves the right to update course programmes in keeping with its policy for continual improvement and refinement.

DATA PROTECTION

- Personal information, as defined in the Data Protection Act 1998, will be used for administrative purposes, including analysis for management information purposes. This information may also be passed to third parties.

HEALTH & SAFETY

- Notwithstanding any other terms hereunder the Client or any of its directors, officers or employees will ensure compliance with all of OSRL/EARL's instructions, directions, policies and procedures while at any site of OSRL/EARL. Failure of the Client or any of its directors, officers or employees to comply with any of OSRL/EARL's instructions, directions, policies and procedures could result in the removal from the site and termination of the services, if such termination occurs the Client will be responsible for full payment in respect of the services and amounts due to OSRL/EARL.

CONTROL OF OPERATIONS AND EQUIPMENT

- Where OSRL/EARL's equipment is employed at one of OSRL/EARL's locations or some other location chosen by OSRL/EARL, the responsibility for the control of all matters at the location at which the Equipment is deployed shall be that of the OSRL/EARL provided that the Client or any of its employees working on or with the Equipment may decline to carry out any instruction and take any action it or they see fit in any situation when the safety of personnel or property may be at risk, and the decision as to whether any such situation exists shall be at the sole discretion of the Client or any of its employees who are present at the location of the Equipment.

LAW

- The construction, validity and performance of this Agreement shall be governed by English Law, and the parties agree to submit to the exclusive jurisdiction of the English courts.

LIABILITY AND INDEMNITIES

- The Client shall indemnify and hold harmless OSRL/EARL and its directors, officers, employees sub-Contractors and agents against all claims, costs, expenses, losses, liabilities and damages for or arising out of the personal injury, illness or death of any director, officer, employee or agent of the Client, or for loss of or damage to any property of the Client or its directors, officers, employees or agents howsoever caused and regardless of any negligence or breach of duty or other fault on the part of OSRL/EARL or its directors, officers, employees sub-Contractors or agents whether or not arising out of or in connection with the Services.
- OSRL/EARL shall indemnify and hold harmless the Client and its directors, officers, employees or agents against all claims, costs, expenses, losses, liabilities and damages for or arising out of the personal injury, illness or death of any director, officer, employee or agent of OSRL/EARL or for loss of or damage to the property of OSRL/EARL or its directors, officers, employees, or agents howsoever caused and regardless of any negligence or breach of duty or other fault on the part of the Client or its directors, officers, employees or agents whether or not arising out of or in connection with the Services.
- Without prejudice to clauses 33 and 34 above, the Client shall indemnify and hold harmless OSRL/EARL and its directors, officers, employees, agents and sub-Contractors against any claims, costs, expenses, losses, liabilities and damages of or to any third party howsoever caused and regardless of any negligence or breach of duty or other fault on the part of the OSRL/EARL or its directors, officers, employees sub-Contractors or agents whether or not arising out of or in connection with the Services.
- Notwithstanding any other term herein, neither Party shall be liable to the other under, arising out of or in connection with this Agreement for any consequential or indirect loss or damage howsoever arising.
- It is agreed and declared that maximum sum that may be recovered from OSRL/EARL by the Client in respect of any claim, demand, action or proceeding arising out of or in any way connected with the performance, mis-performance or non-performance, by or on behalf of OSRL/EARL of its obligations to the Client under or arising out of the performance of this Agreement (whether negligent or otherwise, and howsoever a head of damage may be formulated), shall not in any event exceed the total amount paid by the Client to OSRL/EARL under the terms of this booking form.