



Terms and Conditions for Use of Premises in Return for Free Course Place

Here ACPOHE is responsible for the administration, advertising, organization and smooth running of the course but the interested party (company/organization) provides suitable internal premises for the course to run, in return for 1 free space.

ACPOHE reserves the right to decline running the course due to lack of tutor availability, inappropriate facilities or if ACPOHE believes the course is not viable to run successfully.

ACPOHE requires the following from the supporting organization:

1. Suitable space and facilities are required for the course to run smoothly and safely. The size required is dependent up which course is running. Please liaise with the relevant course tutor if you are uncertain.
2. Power point projector, screen and suitable seating are required.
3. Tea and coffee provision is the responsibility of the supporting organization and must be provided.
4. A documented risk assessment must be undertaken prior to the course start date and a copy of this assessment provided in advance to the lead tutor.
5. Support during the course must be provided to the course tutor from the internal representative to help with:
 - i. Meeting and greeting delegates
 - ii. Assisting with housekeeping and general support
 - iii. Providing access to building and locking up
 - iv. Assisting with delivery of loan equipment (if required)
 - v. Providing tea, coffee and biscuits throughout the course

Please contact acpohe@buryphysio.co.uk to express an interest in this arrangement. The relevant course tutor will then contact you to discuss this further.

Thank you for your interest.