

DECLARATION

I declare that my booking of the Training and Resource Centre at HSENI is on the understanding that it is on a not-for-profit basis with an interest in promoting health and safety.

Signed _____ Date _____

Please note that all organisations using the Training and Resource Centre will be required to ensure that the equipment and facilities are left in the same condition as they were found. This extends to include cleaning any cutlery and crockery used.

CAR PARKING

Car parking is available for disabled customers. Parking at the premises is limited, but we can, on request, provide details of nearby parking facilities which can be pre-booked.

Please fax this form to **028 9054 6811** or post to **Information and Advisory Services Group, HSENI, 83 Ladas Drive, Belfast BT6 9FR** or complete booking form online at www.hсени.gov.uk or email to mail@hсени.gov.uk



TRAINING AND RESOURCE CENTRE

For further information please contact HSENI's One-2-One Advisory Service at:

83 Ladas Drive, Belfast BT6 9FR or

TELEPHONE: (028) 9024 3249

HELPLINE: 0800 0320 121

TEXTPHONE: (028) 9054 6896

FAX: (028) 9023 5383

E-MAIL: mail@hсени.gov.uk

WEB: www.hсени.gov.uk



CONFERENCE FACILITIES

HSENI's Training and Resource Centre is located on the ground floor of its Belfast Headquarters and is available at no charge to not-for-profit organisations engaged in promoting health and safety to run their own events and for employers' representative groups, unions and students etc. as an extension to the services already on offer through HSENI's Information and Advice Centre. HSENI's premises, including the Centre, are compliant with Disability Discrimination Act requirements.

The facility is specially designed to be self-contained and is equipped with the following:-

- a conference room provided with a smart board, overhead projector and microphones;
- video conferencing system;
- theatre style layout capacity 70 (numbers may need to be limited based on catering requirements);
- boardroom style layout capacity 24;
- computer equipment to run presentations;
- induction loop system;
- a kitchen, crockery & cutlery, which allows the option of either bringing in your own food and beverages or ordering from outside caterers;
- toilet facilities.

A more comprehensive list of presentational and video conferencing equipment, kitchen equipment, crockery, caterers and information on directions is given on www.hseni.gov.uk. Please note that the Centre does not have facilities to keep food hot or cold so you should arrange delivery for immediate use.

In addition, delegates can also take the opportunity to visit the Information and Advice Centre which provides a comprehensive range of health and safety information resources for customers. The Centre facilities include:-

- a wide range of reference materials in electronic and traditional formats;
- a video lending library;
- Internet access for research of health and safety information.

BOOKING FORM

If you wish to book HSENI's Training and Resource Centre please complete the following and return to HSENI, allowing at least 10 working days' notice. A member of HSENI will contact you on receipt to advise on availability. *Please note that until you receive confirmation from HSENI the facilities cannot be regarded as 'booked'.*

Organisation _____

Contact name _____ Contact tel. no. _____

Address _____

Email _____ Fax _____

Purpose of event _____

Date required _____

Duration of event – start and finish times _____

No. of delegates _____

Layout required theatre or boardroom

CATERING – HSENI can provide you with a list of local caterers if required. If you wish, external caterers can provide crockery and cutlery.

External caterers required yes no

Bringing your own food and beverages yes no

HSENI's crockery and cutlery required yes no
(if yes please indicate crockery requirements etc)

Other requirements _____
