

BOOKING FORM

TRAINING COURSE – HALF DAY: 'HOW TO WRITE AND DEVELOP EXCEPTIONAL GRANT FUNDING APPLICATIONS'



Name and details of person attending the course		Invoice details if different from that on the left	
Name:		Name:	
Job Title / Position:		Job Title / Position:	
Organisation:		Organisation:	
Contact Address:		Contact Address:	
	Postcode:		Postcode:
Tel:	Mob:	Tel:	Mob:
Fax:		Fax:	
Email:		Email:	
TRAINING COURSE DATE: Tuesday 13 November		LOCATION: Nunsmere Hall Hotel, Tarporley	
Any special dietary requirements?: (eg. gluten free or nut allergy)			
Any other special needs?: (eg. relating to access or font size of handouts)			
Is there anything specific you are hoping will be covered in the course?			
COST OF COURSE - please place a 'X' in the appropriate box to indicate the status of your organisation			
<input type="checkbox"/>		£69 + VAT for charities, voluntary and community sector organisations, town and parish councils	
<input type="checkbox"/>		£89 + VAT for public and private sector organisations	
Purchase Order Number (please state here if required)		Purchase Order Number:	

TERMS AND CONDITIONS: Confirmation and Payment	
Once this Booking Form is received, you will be sent confirmation within 5 working days that a place on your chosen date has been provisionally allocated to you. If your chosen date is fully booked, we will contact you to arrange an alternative option. Together with the provisional confirmation, we will send you (or your stated alternative contact) an invoice requesting full payment. You can pay by BACS or cheque; we do not take credit/debit cards. When your full payment is received, we will then write to confirm your place is reserved. We must receive full payment prior to attendance or your place cannot be guaranteed. Final arrangements will be sent to you approximately 7 working days prior to your course, including a programme for the day and directions to the venue.	
TERMS AND CONDITIONS: Cancellations	
All cancellations must be made in writing or via email to stephen.wright@grantfundingskills.co.uk (Only cancellations in writing will be accepted). A cancellation made one month or more before the course will be entitled to a full refund. Cancellations of less than one month, but not more than seven days before the course, will be charged 50% of the course fee. Cancellations made within seven days of the course, or non-attendance on the day, will be charged the full course fee. A substitute delegate can be made at any time, but please notify us of this change in writing. In exceptional circumstances cancellation fees may be waived. Circumstances beyond the control of Grant Funding Skills Ltd may necessitate alterations to or cancellation of a training course. As such, Grant Funding Skills Ltd reserves the right to alter or modify the advertised course/dates if necessary. Delegates will be notified as soon as possible of any significant alterations. Grant Funding Skills Ltd reserves the right to cancel a course and will not be held responsible for any cost incurred by delegates. If a course is cancelled, we will offer you an alternative date or a full refund. By completing this Booking Form, you agree to the Grant Funding Skills Ltd terms and conditions including cancellation policy.	
HOW YOUR INFORMATION WILL BE USED: This information will be used only by Grant Funding Skills Ltd to administer your booking. We would like to keep you informed about our courses. If you do <u>not</u> wish to receive periodic communications from us about our courses, please place a 'X' in the box on the right.	

HOW TO BOOK	Please complete one Booking Form for each delegate, then either:
1: Scan and email the completed Booking Form to stephen.wright@grantfundingskills.co.uk or	
2: Download booking form from www.grantfundingskills.co.uk & email to stephen.wright@grantfundingskills.co.uk or	
3: Post it to Grant Funding Skills Ltd, 1 Lion Cottage, Winterford Lane, Eaton, Tarporley, Cheshire, CW6 9AR.	

HELP AND ADVICE: If you have a query about any aspect of the training course, please telephone Stephen Wright on 01829 733220 or 07827 933863, or email stephen.wright@grantfundingskills.co.uk Thank you for your booking.
