

BOOKING FORM – INDIVIDUALS

Course Title:	Course Dates:
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Name:		Age (if under 18)
Address:		
	Post Code:	
Contact Details:	Telephone:	
	Mobile:	
	Email Address:	
School/Group/Organisation (if applicable):		

Booking Conditions and Payment Process:

1. **To confirm your place** on the course, please return this booking form, along with one of the following payment options (tick as appropriate):
 - ☐ I enclose a non-returnable deposit of £100 to secure my place
 - ☐ I enclose the full course fee
 - ☐ I wish to be invoiced for the full course fee
2. **Booking confirmation:** On receipt of this booking form you will receive a confirmation email/letter, followed by an invoice for the full amount or balance, and in due course, further detailed course information, if applicable.
3. **Final payment,** is due 8 weeks before the start of the course, or immediately if booked at less than 8 weeks. Cheques should be made payable to '**Warwickshire County Council**'. Cash payments are not accepted.
4. **Cancellation** at less than 8 weeks' notice, or after an invoice has been raised, will incur a full course charge. If Marle Hall has to cancel the course for any reason, alternative dates or a full refund will be offered.
5. **Insurance:** Marle Hall is insured for Public Liability. Personal accident, injury, loss, or cancellation due to illness, etc is not covered. We would therefore encourage you to consider appropriate insurance to cover such eventualities.

I have read, understand, and accept the Booking Conditions and Payment Process:	
Signature:	_____
Print Name:	_____
Date:	_____