

TRAINING BOOKING FORM

Course: _____
Date: _____
Venue: _____

In order to book a place on the above course, please complete and return this form **along with the appropriate deposit WHICH WILL BE REFUNDED IN FULL AFTER COMPLETION OF THE COURSE.** Attendance may be limited to one person per organisation. Any additional names will be placed on a waiting list. Places are limited – bookings will only be accepted with the appropriate deposit. All bookings are subject to places being available. Please see overleaf for more detailed information including our cancellation policy.

VCVS Members:	£20.00
Associate Members:	£30.00
Other Voluntary Orgs.:	£30.00
Statutory, Corporate and other Non-Voluntary agencies:	£120.00

If you have any special requirements, please contact Clive Curtis on 01446 741706. We are unable to provide travel expenses.

DECLARATION: I wish to attend the above course; I enclose the appropriate fee and have read and understood the cancellation policy. I confirm that my organisation is either based in or serves the Rural Vale of Glamorgan.

Signature: _____

Name: _____

Organisation: _____

Address: _____

Postcode: _____

Tel/Fax: _____

E-mail: _____

HOW TO MAKE YOUR BOOKING

MAKING YOUR BOOKING

By making this booking, you are confirming that your organisation serves the Rural Vale of Glamorgan.

Please complete the booking form and then photocopy it – please retain the photocopy for your records. Send the form to us along with the appropriate deposit. On its receipt, your place is confirmed (subject to availability). Some of our courses fill well in advance. Our cancellation policy will apply from the date of your confirmation letter, which will include details of the venue. Please inform us immediately if you have not received confirmation two weeks before the course commences. **Please note that we do not accept telephone bookings. Bookings received without the appropriate deposit will not be accepted.**

Please return your form and fee to:-

**Vale Centre for Voluntary Services
Barry Community Enterprise Centre
Skomer Road
BARRY CF62 9DA**

DEPOSIT BANDS

VCVS Members:	£20.00
Associate Members:	£30.00
Other Voluntary Organisations:	£30.00
Statutory, Corporate or other Non-Voluntary agencies:	£120.00

CANCELLATION POLICY

You will forfeit your full deposit unless we receive written notification at least 21 days before the event. Verbal cancellations will not be accepted, although you may delegate a colleague to attend in your place rather than forfeit your deposit. Deposits will not be refunded for bookings cancelled less than 21 days before the event, or for non-attendance on the day.