

## BOOKING CONDITIONS

Please note that, when returning the booking form below, a £10 per person booking fee is required to secure a place. Please make your cheque payable to Fenland CVS. This will be returned to attendees on the day of the course providing all conditions have been met, or will be returned by post if at least 48 hours of notice of cancellation has been given.

- Bookings will be taken on a first-come, first-serve basis and priority will be given to charities and voluntary & community groups working in Fenland.
- As places will be limited, initially no more than 1 booking per organisation can be accepted but in the event that a session is under-subscribed, extra places could be available. We will operate a reserves policy for over-subscribed courses.
- All attendees must commit to attend the whole course.
- It is a condition of the funding we receive that attendees complete a short evaluation form at the start and end of the course to enable us to receive feedback from the day.
- All venues are fully wheelchair accessible. Please let us know if you have any other requirements to enable you to participate in courses.

### BOOKING FORM (Please return to Fenland CVS, March Town Hall, Market Place, PE15 9JF. Tel: 01354 659772)

Course Title: .....

Date of Course: .....

Name: .....

Organisation: .....

Job Title/Role: .....

Address: .....

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Mobile Number (in case of cancellation at short notice): .....

Email Address: .....

*Please give details of any access requirements or dietary needs:*

*(Please note: lunch is not provided on half day training sessions)*

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**Fee enclosed of £ .....**

