

Booking Form

PLEASE USE BLOCK CAPITALS

Name of Programme: _____

Dates: _____

**EASY WAYS
TO BOOK**



BY TELEPHONE
01832 734300
(for provisional bookings only)



BY FAX
01832 735600



BY POST
MCM Consultants
Prospect House,
20a Church St, Titchmarsh,
Northants NN14 3DB

Participants' Details

1st delegate's full name: _____

Job Title: _____

2nd delegate's full name: _____

Job Title: _____

3rd delegate's full name: _____

Job Title: _____

Any special requirements?
(dietary, mobility, etc)

Contact Details *(i.e. the person responsible for booking and co-ordinating development activity)*

Name: _____

Job Title: _____

Organisation: _____

Contact Address: _____

Email: _____ Tel: _____ Fax: _____

Fees Fees include course materials, lunch and refreshments. For each of the first two places booked on a specific programme, the full fees quoted on the programme details will be charged. For the third and each subsequent place booked on the same programme, a discount of 15% on the full fees will be given. VAT will be applied to the above fees at the applicable rate at the date of supply. Once payment has been received a VAT receipt will be issued.

Payment Payment must accompany this booking form. Registration will only be confirmed upon receipt of full payment. Your cheque should be made payable to MCM Consultants. Full terms and conditions of business together with additional information related to this programme are detailed on the reverse side of this form.

I have read and agree to the applicable terms and conditions set out overleaf.

Signed: _____ Date: _____

TERMS AND CONDITIONS OF BUSINESS

1. Payment

Fees are payable within 14 calendar days or before the start of the course, whichever is the sooner. MCM Consultants reserves the right to refuse admission if payment has not been received.

2. Confirmation of Booking

A confirmation letter and an invoice/receipt will be sent to you within five working days of MCM receiving your booking.

3. Participant Cancellations

- 3.1 There is no charge for cancellations received 31 or more working days before the start of the course.
- 3.2 Cancellations received 21 to 30 working days before the start of the course are subject to a cancellation fee of 25 per cent of the course fees.
- 3.3 Cancellations received 11 to 20 working days before the start of the course are subject to a cancellation fee of 50 per cent of the course fees.
- 3.4 Cancellations received 10 working days or less before the start of the course are subject to a cancellation fee of 100 per cent of the course fees.

4. Non Attendance

We are not able to make a refund for non attendance.

5. Substitute Participant

There is no fee for substituting one participant for another providing the substitute is suitable, MCM is advised in advance and a new booking form and preparation work completed.

6. Programme Alteration and Cancellation

MCM reserves the right to alter or cancel this programme.

ADDITIONAL INFORMATION

Provisional Bookings

If you have made a provisional booking, it will be held for ten working days.

Joining Instructions

We will send you joining instructions for your course at least two weeks in advance. This will include confirmation of details of the venue, travel information, start and finish times and any other relevant information.

Pre-Course Preparation

It is likely that we will ask each of the participants to undertake some preparation work prior to the course. Full details of the work will be provided at least two weeks prior to the course.

Start and Finish Times

The course will start at 9.00am each day and it is planned that it will finish at 17.30 although there may be need for some flexibility on the finish time.

Refreshments

The course includes the provision of refreshments throughout the day and lunch. Please ensure that we are advised of any special dietary requirements.

Accommodation

This is a non-residential course and so participants are responsible for the cost and for arranging overnight accommodation if required. MCM would be happy to provide information on local hotels.

Dress Code

The dress code for this programme will be smart casual.

Smoking

Smoking will not be permitted in the training rooms.