

Booking Form

Tel: 01452 332424, Fax: 01452 332131, e-mail: training@gavca.org.uk



COURSE DETAILS

COURSE _____ DATE _____ VENUE _____

PARTICIPANT'S DETAILS

Name of attendee: _____ Organisation: _____

Are you a GAVCA Member? Y / N (please circle which)

Address: _____

Postcode: _____ Tel No: _____ Email: _____

It helps us to have specific information about what participants expect from the course, although it may not always be possible to include everything. Please state what you hope to get from the course, preferably after discussion with your Line Manager.

SPECIAL REQUIREMENTS

Do you have any special requirements? (e.g. food allergies, hearing loop etc.):

I have read the GAVCA Training Terms & Conditions of booking and have signed below to agree to them.

I do not wish to apply for a GAVCA Training Bursary and enclose a cheque payable to GAVCA for £ _____

I am applying for a GAVCA Training Bursary and have included my GAVCA Training Bursary Form

Participant's signature: _____ Date: _____

Line Manager/Management

Committee's signature: _____ Date: _____

For office use only

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GAVCA does not issue invoices so please take a copy of this form for your records and return the original (with your payment, where necessary) to: **GAVCA Training, GAVCA, 75-81 Eastgate Street, Gloucester, GL1 1PN**

Large print and Braille versions of this form are available on request. Please contact Honey Lucas on 01452 332424 or e-mail honeyl@gavca.org.uk for more information.

Terms and Conditions of Booking



How to Book

To make a booking please use the **GAVCA Training Booking Form**. Places on courses will not be confirmed until the course fee is received. It is possible to substitute an alternative delegate on any place booked at no additional cost. Notification must be received by GAVCA, in writing, 24 hours prior to the course date.

Methods of Payment

Payment of the course fees must be made in advance and should be made at the time of placing a booking. All booking forms must be accompanied by payment of the full course fee. GAVCA **does not issue invoices**, instead we ask that you take a copy of the GAVCA Training Booking Form and return the original form to us along with your payment. Cheques should be made payable to **GAVCA**.

Bursaries

GAVCA Training can provide bursaries for voluntary and community organisations in Gloucestershire. We currently have bursaries available for groups based in Cheltenham and for groups working in Health and Social Care. This may change throughout the year so please visit our website for updates on the bursaries we have available: www.gavca.org.uk

Cancellation

Bookings can only be cancelled in writing via post or email. Cancellations received up to 14 days before course date: **Full refund**, Cancellations received 7 to 14 days before course date: **50% refund**, Cancellations received less than 7 days before course date: **No refund**.

Please ensure you have read, understood and accepted these Terms and Conditions before you place a booking. By placing a booking you will be deemed to have read, understood and accepted them.

If you would like to download copies of our Booking Form or Bursary Form, please visit www.gavca.org.uk or e-mail training@gavca.org.uk for more information.

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