

# Booking Form

**Name:** \_\_\_\_\_

**(Company):** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Post Code:** \_\_\_\_\_

**Tel:** \_\_\_\_\_ **Email:** \_\_\_\_\_

**Names of Delegates - If different from above or for multiple bookings.** (Use more than one form if necessary)

**Name:** \_\_\_\_\_ **Name:** \_\_\_\_\_

**Name:** \_\_\_\_\_ **Name:** \_\_\_\_\_

**Activity / Course Details**

**Activity Name:** \_\_\_\_\_ **Dates:** \_\_\_\_\_

**Venue:** \_\_\_\_\_

**Special Dietary Requirements** For those courses that include meals & refreshments, please state any special dietary requirements:

**Payment Details**

**N<sup>o</sup> Delegates**  **Fee per Delegate**  **Total Fees (inc. VAT)**

\* **Debit / Credit Card Payment:** Please complete details required overleaf. Thank you

\* **Cheque enclosed for:**  £ Payable to Mitchell F&D Limited

\* **Invoice to:** Please enclose an official order when you return this form. Thank you.

**Address for Invoice:** \_\_\_\_\_

**Post Code:** \_\_\_\_\_

**Where did you find out about this activity?** \_\_\_\_\_

*I have read the accompanying terms and conditions and agree to abide by them*

**Signature:** ..... **Date:**.....

**Please return this form with your payment (cheque) or card details or official order to:**

**Mitchell F&D Limited**  
74 Culver Street  
Newent, Gloucestershire, GL18 1DA

## Credit / Debit Card Payment – Postal Bookings

- ➔ Please complete ALL sections below – including the card's 3-digit security code (found on signature strip) – Thank you

TITLE & NAME AS ON CARD (if different from 1<sup>st</sup> page):

CARDHOLDERS BILLING ADDRESS (if different from 1<sup>st</sup> page):

POST CODE:

COUNTRY:

TEL:

EMAIL:

Total Amount (inc. VAT) £ \_\_\_\_\_

Invoice No. (if applicable): \_\_\_\_\_

- Visa Debit  Visa Credit  Debit Mastercard  Credit Mastercard  Maestro  Visa Electron  
 JCB

Card No: \_\_\_\_\_

Valid From: \_\_\_\_/\_\_\_\_/\_\_\_\_  
MM / YY

Expiry Date: \_\_\_\_/\_\_\_\_/\_\_\_\_  
MM / YY

Issue No (Maestro): \_\_\_\_

Signature of Cardholder: \_\_\_\_\_ Date: \_\_\_\_\_

➔ **3-Digit Security Code** (last 3 digits on signature strip): \_\_\_\_\_

*Mitchell F&D Limited: Training Services & Other Activities - Terms & Conditions  
(For activities run in the UK)*

**Provisional Bookings**

Provisional bookings will only be held open for 10 working days. To ensure a place, the booking form must be completed and returned with your payment (by cheque) or credit / debit card details or an official order within this time.

**Confirmed Bookings**

After your booking confirmation is received a legally binding contract is formed and these terms and conditions shall apply.

**Multiple Bookings**

Discounts may apply to delegates booked on to the same event on the same date, and only where indicated. If you are given a discount for booking more than one person onto the same date and you later wish to transfer some of the delegates to another event, the fees will be recalculated and you will be asked to pay additional fees due as well as any administrative charge.

**Overseas Bookings**

Bookings received from companies or individuals outside the UK must be accompanied by the provision of credit / debit card details or a sterling bankers cheque or BACS (wire) payment.

**Fees**

Bookings cannot be secured until payment is received. VAT (where applicable) is chargeable at the standard rate.

**Delegate Substitutions**

There will be no charge if a substitute person wishes to replace the original delegate. Please inform us in writing as soon as possible of any change to the original booking.

**Transferring Activities**

Transfer requests must be made in writing and received at least 20 working days before the event or cancellation charges will apply. Mitchell F&D Limited will try to offer a place on the same activity (subject to availability) and attendance must be within six months of the original activity date. If a delegate wishes to transfer a booking between 21 - 30 working days of the original activity start date there will be an administrative charge of 35% of the fee. For a transfer made more than 30 days before the original activity start date, an administrative charge of 20% of the fee will be made. The delegate will remain liable in full for any other costs incurred. If this transfer is then cancelled at any time, the fee remains payable.

**Cancelling Bookings**

For cancellations made in writing and received:

- More than 30 working days before the event, fees paid will be refunded, less a 20% administration fee;
- 21 - 30 working days prior to the start date, a charge of 50% of the fee will be payable;
- 20 working days or less the full fees will be charged. Full fees will also be charged to those individuals who do not attend the activity after booking and do not cancel their place as outlined above.

**N.B. In the case of grant-aid subsidised activities and those with discounts, cancellation and transfer charges will be based on the full, non-subsidised or non-discounted fee rate.**

**Issued Pre-Course Material**

Where pre-course material has been issued a charge of £75 will apply in relation to that material. Pre-course material is non-returnable.

**Cancellation/Amendment of Activities**

Activities are constantly updated and improved and Mitchell F&D Limited reserves the right to alter any of the activities' content without prior notice. Mitchell F&D Limited reserves the right to cancel an activity at any time without liability. In these circumstances, delegates will be offered an alternative date or a full refund. Mitchell F&D Limited reserves the right to change the venue at any time and without prior notice from that published.