

BOOKING FORM



To book a place on a BOND course please print, fill out and return to the address at the foot of the page. Please use *one form per course per person* to avoid any confusion.

Course title _____ Course Date: / /

Personal Details

Name:	Job Title:	Organisation:
Address:		Tel. No:
		Email:
		Fax No:

BOND member Non-member

Please circle the box which shows your annual expenditure (or member category for BOND members)

<£100k (A)	£100k - < £500k (B)	£500k - < £2m (C)	£2m - < £5m (D)	£5m+ (E/F/G)
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Access and Dietary Requirements (please tick if required)

Wheelchair access/ Parking (please specify)	
Special diet (please specify)	
Other (please specify)	

Expectations/Learning Objectives (please let us know what your learning goals for this course are in the space below)

- 1.
- 2.
- 3.

How did you hear about this course?

Brochure _____ E-bulletin _____ BOND Website _____ Google _____

Other website (please say which one) _____ Word of Mouth _____

Other (please give details) _____

Please return to: Learning & Training Events Administrator, Bond, Regent's Wharf, 8 All Saints Street, London N1 9RL. Tel: 020-7837-8344, fax: 020-7837-4220, email: learn@bond.org.uk

Do you want to receive our monthly e-bulletin '*Your Development*', with offers and discounts on our learning and training events? If so, please tick here _____

If you **do not** wish to be contacted with details of future training courses that might be of interest to you please tick here _____

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Booking Conditions

Confirming Your Booking:

1. When booking, please send a cheque made payable to BOND. We also accept payment through BACS transfer. If you would prefer to pay by credit card or debit card, please see step 3.
2. If there are places on the course, we will confirm your place within 7 days of receiving your booking.
3. If you have not yet paid, we will send you an invoice on receipt of your booking form. If you are paying by credit or debit card, please contact the Finance team on 020 7520 0247.
4. We will send you joining instructions with directions and a timetable 2 weeks before the course.
5. We fill courses on a first come first serve basis, up to a maximum of 3 people per organisation. BOND members have priority.
6. If you want to send more than 3 people, please ask us if there are places available. If not we can put your people on a waiting list in case anyone drops out. When you have 8 or more people to train, ask us about our in-house service.

If we have to cancel the course:

Occasionally we may have to cancel or postpone a course if we have fewer than 8 bookings. We will always give you at least 2 weeks notice. If this happens we will refund your course fee or transfer your booking to another date, whichever suits you best. We are sorry we will not be able to refund travel or accommodation expenses.

If you have to cancel your place:

Please let us know as soon as possible if you have to cancel your place. If someone else from your organisation can take your place, no fee will apply. If this is not possible you can either cancel your booking or transfer it to another course. For this we charge the fee shown in the table below:

	More than 6 weeks before the course	2-6 weeks before the course	Less than 2 weeks before the course	No show
Cancellations	No fee	50% of course fee	100% of course fee	100% of course fee
Transfers	No fee	25% of course fee	50% of course fee	100% of course fee

By ticking the box you agree to the above terms and conditions.

Data Protection Act 1998

We may use the data collected in this form for the purposes of marketing courses and promoting Bond. We will not disclose the data to any organisation that is not associated with Bond.