

Booking Form—Empower Yourself Therapy & Training

Exploring Trance Mediumship

3 day workshop—Friday 23rd to Sunday 25th March 2012

Course Organisers: Sue Odam & John Brett.

Booking Form—Please read Terms & Conditions

Full Name:			
Address Line 1:			
Address Line 2:			
Village:			
TOWN/CITY:		Email:	
County:		Tel:	
Post Code:		Mobile:	

Full Names of applicants, including the person named above (primary applicant)	
1.	3.
2.	4.

‘Yes’ Please register the above named on the course (Please tick ✓ below)

Option A—all 3 days @ £125.00 per person

Option B—2 days (Sat-Sun) @ £85.00 per person

Deposits authorised in the sum of £40 per person, (or balance in full if within 3 weeks of course commencement)

Total to be paid with booking: £

Payment Method: **Debit Card** **Credit Card** (see T&C's) **Bank Transfer** (ask for details)

Card number:

Start Date: Expiry Date:

Security Code*: Issue No: (Maestro & Solo)

*Last 3 digits from back of card

For security purposes credit or debit cards must be registered to the address of the primary applicant

Declaration: I confirm that I have read the Terms & Conditions of booking, which I accept on my own behalf and on behalf of all the persons additionally named on this booking application. I am authorised by all persons named to accept these Terms & Conditions on their behalf and understand that my signature initiates a contract between the persons named on this application and the Course Organisers—Sue Odam & John Brett. I authorise payment to be taken from the credit/debit card for the amount listed above, and for the balance to be charged on the due date. If paying by bank transfer I agree to settle the balance of the course fee no later than six weeks before course commencement date.

Signature: Date:

Send completed form to: John Brett, Rivendell, 4 South Scarle Lane, North Scarle, LINCOLN, LN6 9ER. Tel: 07976 604541

Office use only					
Received date:		Confirmation despatch date:		Total Balance to Pay	£

Exploring Trance Mediumship
3 day workshop—Friday 23rd to Sunday 25th March 2012

PLEASE KEEP THIS PART OF YOUR BOOKING FORM

TERMS AND CONDITIONS OF BOOKING

1. **Please read these Terms & Conditions carefully and keep them your reference.** The person who signs this booking form (primary applicant) accepts these on behalf of everyone named on the booking form, and by signing is entering into a contract between all parties concerned. This includes cancellation charges as outlined below. Please retain these T&C's for your reference.
2. **Cost:** The cost of this course is: £125.00 per person for 3 days or £85.00 for 2 days (Saturday & Sunday).
3. **Deposits:** To reserve your place(s) please complete and return the form to the address below, retaining the T&C's for your reference, and include a **non-refundable deposit of £40 per person**. If booking is made within 3 weeks of course commencement (**2nd March onwards**) then the balance must be paid in full at the time of booking. Confirmation will be sent out upon receipt of your deposit, along with full instructions for finding the venue.
4. **Payment of Balance:** Balance of the account is payable in full at least 3 weeks before course commencement—**deadline is 2nd March 2012**—no exceptions. If your booking is made inside this period then the balance is payable in full immediately. *No reminders will be issued for balance payments.*
5. **Payment Methods:** Payment can be made by debit or credit card, or bank transfer (details upon request), *cheques are no longer accepted*. Where a deposit has been paid by credit or debit card, the balance due will be debited to that same card 3 weeks before the course commencement date (2nd March 2012), provided the card is still valid. *Please note that for credit cards there is a surcharge of 2.5% to cover transaction charges. This does not apply to debit cards.*
6. **Cancellations:** Any cancellation made after your booking has been confirmed must be given in writing to the course organiser handling bookings (John Brett), and **the effective date for cancellations is the date that the course organiser receives your written instructions**. If you do cancel, a cancellation fee will apply based on the following scale:
 - i) More than 28 days before course starts Deposit only (Deposits are non-refundable under any circumstances)
 - ii) 15 to 28 days before course starts Deposit and 50% of balance
 - iii) 14 days or less before course starts 100% of course fee

Cancellation charges cannot be waived under any circumstances. Where a cancellation fee is to be levied you will be notified of the amount and the remainder from your payment will be refunded to you within 14 days.

GENERAL INFORMATION

- A. **Venue**—Details of the location of the venue, along with directions and contact details will be posted to you with confirmation of your booking.
- B. **Arrival**—All workshops will start promptly at 10.00 am and finish at 5.30 pm, and you should aim to arrive 15 minutes before the scheduled start time. If you anticipate being late for any reason please phone to let us know, contact details will be on your map & directions, and phones will be switched off 5 minutes before the scheduled start time.
- C. **Smoking**—Where possible, there will be designated smoking area for smokers, only if the venue permits smoking.
- D. **Disabled Access**—Please be aware that not all venues have suitable disabled access, and this is out of our control.

Please complete and return the booking form to:

John Brett, Rivendell, 4 South Scarle Lane, North Scarle, LINCOLN, LN6 9ER

Tel: 07976 604541 Email: courses@empower-yourself.org.uk