



An Event for Elders 4pm Friday 13th April to 2pm Sunday 15th April 2012

You can book in for part of or all of this exciting conference, on a full board or day rate basis at the following VAT exclusive rates (as this conference is VAT exempt);

£ 133.00 full board (both days) – a rate per 24 hours is available upon request if you only wish to attend part, contact us for more detail. Full board rate includes dinner, overnight accommodation, cooked breakfast, lunch and refreshments.

£ 68.60 day-rate (both days) – a rate per day is available upon request if you only wish to attend part, contact us for more detail. Day-rate includes lunch, refreshments and dinner.

To book your place on this conference, please fill in this form and return it, along with a holding deposit, to the address at the bottom of this page.

Contact Information

Name:
(please include your full name and title, and if you have a preferred 'nick name', do let us know!)

Address:
.....
.....

Tel: Fax:

E-mail:

Booking

Please indicate with a ✓ which your preferences are below. If you are booking for more than one person, please elaborate in the 'Other Requirements' section on the other side of this sheet.

I wish to book as a:

Full Board Delegate for 13th – 15th April 2012 at £133.00 per person, exclusive of VAT (this event is VAT exempt)
(which includes dinner, overnight accommodation, cooked breakfast, lunch and refreshments through-out) with:

Single Accommodation

Twin Accommodation - if you are coming as a couple, or are willing to share with a friend, please name them here:
.....

En-Suite facilities - these are very limited and will be allocated on a needs basis, but if you have a medical condition and require one, please elaborate if you are willing to here:
.....

Do you need a lower ground floor room due to mobility needs? YES / NO (delete as appropriate)

OR

Day Rate Delegate for 13th – 15th April at £68.60 per person, exclusive of VAT (this event is VAT exempt)
(which includes dinner, lunch and refreshments through-out)

Special Meal Requirements

We can accommodate dietary needs and requirements, but as our kitchen cooks 'to order' we need to know in advance. We have listed the ones we most often come across, but please do let us know if you have any special requirements, needs or have any food allergies below:

Vegetarian: Dairy Free:
Gluten Free:

Please indicate any other dietary requirements, needs or allergies that we should know about:

Other Requirements:
.....
.....

Other Requirements

For example, any disability requirements including hearing loops, disabled car parking space and so on.

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Booking Conditions

All bookings are subject to Westminster College's Terms and Conditions Relating to Room Hire, Conferencing and Events (available on request)

Deposit

A deposit of £20.00 per delegate is required with booking form. This is payable at the time of booking. Subject to the Cancellation Terms, this will become non-refundable when the booking is confirmed. This may be paid by card over the phone, in which case please note this on the form, as below.

Acceptance

I confirm that I wish to make the booking as set out in this Booking Form and accept the Booking Conditions as set out herein.

I enclose a deposit of £ - cheques should be payable to Westminster College

OR

Please contact me so I can pay my deposit securely over the phone - please note that due to bank charges, all credit card payments are subject to a 1.5% fee, however all debit cards are free. You can call the College Office any time from 8.30am to 1pm and 1.30pm to 4.30pm, Monday to Friday.

The balance will be due 16th March 2012

Please tick if you will require a receipt for the total amount in April 2012

Signed: Date:

Name:
(Please Print)



Westminster College
A resource centre for learning
Serving the United Reformed Church

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