

BOOKING FORM

PLEASE COMPLETE IN FULL AND IN BLOCK CAPITALS THIS TWO PAGE BOOKING FORM AND **RETURN WITHIN 7 DAYS OF RECEIPT** in order to RESERVE PLACE(S) to *info@igniteup.co.uk* If we do not receive it within this time your session will **NOT** be reserved.

COURSE NAME

Swedish Study Visit and Skogmsulle Leader Training
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COURSE DATE(S)

June 3 2016 - June 7 2016

ORGANISATION AND ATTENDEE NAME & CONTACT DETAILS

FULL NAME OF ORGANISATION AND ATTENDEE(S)

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ADDRESS

CONTACT NUMBER(S) & EMAIL

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VENUE

VENUE (FULL ADDRESS AND POSTCODE)	Hotel Dialog, Lidingö in double rooms Breakfast and free Wi Fi www.dialoghotels.se
CONTACT NUMBER OF VENUE	n/a
PARKING AVAILABLE AT VENUE	n/a

PARTICIPANTS

How many participants are you booking for:

COSTINGS

If booking is received before 31st January 2016 - £550

If booking is received after 31st January 2016 - £600 per person

Flights are to be arranged by yourself to arrive at the hotel on the evening of 3rd June 2016, and depart the afternoon of 7th June 2016.

CONFIRMATION OF BOOKING

I can confirm my requirements as detailed above. I understand that Cyfleon Ltd will provide training subject to **full payment being received a minimum of 20 working days prior to commencement of the study visit.**

Print name:

Signed:

Dated:

Position in Company/School (if applicable):

BOOKING TERMS & CONDITIONS

Payment by Cheque

Please make payable to:

Cyfleon Ltd

Please Invoice us at the following address:

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Purchase order

No:

All bookings for sessions **must be made in writing on the booking form** and accompanied **by the full fee due** by cheque or BACS. Please also state the address in which the invoice is to be sent.

NON ATTENDANCE OR CANCELLATION

No allowances can be made for non-attendance without notice or prior agreement otherwise; the full amount will become due. **Where prior notice of cancellation is given the following rules will apply: -**

Less than 7 working days
8-20 working days
Over 20 working days

The full course fee will be payable
50% of course fee will be payable
No charge will be made

This booking form constitutes a contract between the company/ individual and Cyfleon Ltd.

Full details of the programme will be sent out to all attendees prior to departing for Sweden.

Dare Valley Park, Aberdare, CF44 7RG. 01685 871 860, info@igniteup.co.uk