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## Hard to Reach? Engaging Diverse Communities – One day Course 13 April 2010 - Booking Form

### COURSE

Title

Date

### PERSONAL INFORMATION

Name

Job title

Organisation

Address

Daytime telephone number

Fax number

Email Address

### DIETARY NEEDS

Please tell us if you have any special dietary requirements

### ACCESS NEEDS

Please tell us what would help you participate on the course

Tick here if you do **not** want to receive our e-bulletin

£280 for Larger Charities, Private Companies and Local Authorities

£120 Smaller Charities (under 8 staff)

£40 Bursary (there are a limited number of bursary places.) **If you would like a bursary place you will need to contact** [projects@capacity.org.uk](mailto:projects@capacity.org.uk)

First providing the following information:

1. Why you want to attend the course
2. Why you are applying for a bursary

### PAYMENT

**All course fees are payable in advance**

I enclose a cheque

I wish to pay by BACS

By authorising this booking, I accept the Terms and Conditions (see below)

Signature

### Total Payment Due

£

Make cheques payable to  
**Capacity Global**  
and send with this form to:  
**51 Southwark Street**  
**The Menier Gallery**  
**London SE1 1RU**

Or fax to: **0207 378 8849**

Email: [projects@capacity.org.uk](mailto:projects@capacity.org.uk)



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## **Hard to Reach? Engaging Diverse Communities – One day Course 13 April 2010 - Booking Form**

### **Terms and Condition**

#### **Payment**

**IMPORTANT** - Full **payment** must be received **before at least one day before the** course start date.

- You can make payment by cheque, or by BACS.
- Payment by credit or debit card is not yet available.
- If you make a late booking (five working days prior to the course) please enclose a cheque with your booking form.

#### **Confirmation of booking**

We will send you a confirmation letter when we receive your booking. Please contact us if you have not received confirmation within five working days.

#### **Cancellations and transfer policy**

Cancellations must be submitted in writing by email to [projects@capacity.org.uk](mailto:projects@capacity.org.uk) , letter or fax 0207 378 8848

- For cancellations four weeks or more before a training day, we will send a full refund
- For cancellations less than four weeks but more than seven days before the course, we will refund half the fee
- For cancellations within seven days of the course the full fee will be due.

If you want to transfer to a different day or course we will be happy to help. However, if you transfer more than one week, but less than three weeks before the start date, a transfer charge of £50 plus VAT will be payable for each booking transfer. If you transfer less than one week before the course date, the full course fee will be due. You may only transfer once per booking. If you cancel after transferring, the appropriate fee is due. Please note that non-payment and/or non-attendance do not constitute a cancellation.

#### **Special Requirements**

If you have any individual requirements, please let us know and we will do our best to accommodate you.  
Email [projects@capacity.org.uk](mailto:projects@capacity.org.uk)

#### **Please Note:**

Whilst we will always endeavour to ensure that no changes will be made to the training course arrangements. There are times, however, where this is not always possible. As such Capacity Global reserves the right to alter advertised dates, venues or trainers if necessary and we are unable to accept liability if it proves necessary to cancel a course at short notice.