

Make it Happen Education Programme Booking Form

Date of Training		
Company Name		
Address		
Postcode		
Contact Name		
Tel Number		
Email Address		
Number of places <i>£199+ VAT per person</i>		
Delegate Name		£
Delegate Name		£
Delegate Name		£
Delegate Name		£
Special dietary requirements? <i>(please state)</i>		
Total Payable	£	

I have also read and acknowledge acceptance of the attached terms and conditions and understand that a payment of £199.00 + VAT per person will be required within five working days to confirm my booking. Payment can be made by either cheque or bank transfer.

Signed.....

Date.....

To reserve your place, please complete this form and return it via email to ladies@makeih.co.uk. A member of the Make it Happen team will then contact you to confirm your reservation and take payment.

Terms and conditions



Payment terms

A payment of £199.00 will be needed to confirm your booking. All payments must be made to a member of the Make it Happen team, not William Smith.

Delegate Substitution

If a delegate is unable to attend for any reason, you may send an alternative person for the course at no additional cost.

Cancellations

Non-refundable unless MIH can refill the space prior to the event, in which case a credit note will be raised for a future date within a three month period. In the unlikely event that MIH have to cancel an event due to reasons beyond their control a full refund will be issued.

Transfers

Out of courtesy we would ask that all delegates provide MIH with two weeks' notice prior to the event. All changes are subject to MIH refilling spaces.

Accommodation

William Smith and Make it Happen can recommend overnight accommodation options for you, at a discounted rate. Please note booking and settlement is made directly with the hotel.

Lunch

William Smith will provide a buffet lunch and refreshments throughout the day free of charge for all delegates. ***Please inform us of any special dietary requirements prior to the course date.***

Times

09:30 Registration/Coffee

09:45 Start

12:30 Lunch

15:00 Finish

