**BOOKING FORM A – School or Organisation**

**PD Conference – Monday 29th October 2018**

 **9:15am – 2:30pm**

**Cost £75 plus VAT-the school/organisation will be invoiced for the cost**

## Barnet Conference in support of Children with Physical Difficulties

Please send 1 form per person Information marked \* is compulsory

**Please print/write clearly**

School/Organisation Contact:

Miss/Mrs/Ms/Mr\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Full Name\*\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Role in School/Organisation\*\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

School/Organisation address, including postcode\*\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Contact Tel\*\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email\* \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signed:\*\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Invoice/Finance officer contact name\*: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Invoice/Finance Officer contact email\*: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

***Please let us know if you have any dietary requirements:***

**\*\*Please note that we will try and accommodate your dietary requirements but this may not always be possible\*\***

None (you eat meat/fish/dairy etc)  Vegetarian  Vegan  Gluten Free 

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**Please return the booking form by email to:** **SEND.Events@barnet.gov.uk**

**Deadline date for registration is: Friday 19th October 2018**

**Cancellations**

If you need to cancel your place you must inform us in writing by letter or email. If we receive your cancellation more than 14 working days before the course delivery date we will not charge you a course fee except 10% administrative cost.  If you cancel your place with less than 14 working days notice you will be charged the full course fee. In these circumstances we would encourage you to send a colleague in your place.

**Please be aware that is a 48 hours cancellation policy from the event date. Any callcellation received less than 48 hours from the event date will be invoiced at full price inclusive of VAT.**