

Essex Association of Local Councils

42b High Street, Great Dunmow, CM6 1AH

Course Booking Form

(BLOCK CAPITALS PLEASE to avoid spelling mistakes on the delegate list)

Course Name:	
Course Date:	
Council Name:	
Council Address:	
Delegate Name: (Chairman/Cllr/Clerk) Delegates Email Address for Joining Instructions:	** <u>Delegate</u> contact No.
Delegate Name: (Chairman/Cllr/Clerk) Delegates Email Address for Joining Instructions:	** <u>Delegate</u> Contact No.
Cost per delegate: (See course flyer or EALC website)	Please invoice/ Remittance enclosed (Delete as applicable)

****Please give delegate contact details (NOT PARISH OFFICE) for emergency use**



Important - Please contact Pearl Willcox on 01371 879722 to ensure that your needs are catered for. Please advise us of any allergens or special dietary requirements.

Return this form by post or to pearl.willcox@ealc.gov.uk

Joining Instructions will be sent approximately two weeks in advance.
No parking available at the offices, please check the map for local car park locations.

CANCELLATION POLICY

Cancellations received 2 WEEKS prior to course

Full Refund

Cancellations received 1 WEEK prior to course

50% credit voucher

Cancellations received 2 WEEK prior to Certificated, Bespoke & Saturday Courses – **NO Refund**

We regret we are unable to make refunds any later owing to costs incurred for administration, tutor costs and catering

This information will be held on file for administration purposes for 2 months & will then be destroyed.