

**Essex Association of Local Councils**  
**42b High Street, Great Dunmow, CM6 1AH**  
**Course Booking Form (*BLOCK CAPITALS PLEASE*)**

<b>Course/Webinar/Forum Name:</b>		
<b>Course/Webinar/Forum Date:</b>		
<b>Council Name:</b>		
<b>Council Address:</b>		
<b>Delegate Name:</b> _____ (Chairman/Cllr/Clerk) Delegates Email Address for Joining Instructions & zoom codes for courses:	<b>**Delegate</b> contact phone No.	
<b>Delegate Name:</b> _____ (Chairman/Cllr/Clerk) Delegates Email Address for Joining Instructions & zoom codes for course:	<b>**Delegate</b> Contact phone No.	
<b>Cost per delegate:</b> (See course flyer or EALC website)	Please invoice/ Remittance enclosed <b>(Delete as applicable)</b>	
<b><u>Clerk Bursary</u></b> Clerks can claim up to 75% cost back if you meet the criteria. Book the course, pay the full course fee and receive a refund once you complete the course.	Please complete a bursary form & return back to <a href="mailto:pearl.willcox@ealc.gov.uk">pearl.willcox@ealc.gov.uk</a>	Annual turnover/precept under £80k (tick for yes) (If you answer yes you qualify) <input type="checkbox"/>
<b>**Phone Numbers:</b> Please give delegate contact phone no. details (NOT THE PARISH) this is for emergency use only.		



**Important**

- Please contact Pearl Willcox on 01371 879722 to discuss your specific needs
- Please advise us of any allergens or special dietary requirements.
- If you require a DISABLED parking space please call 01371 879722

**Return this form by post or to [pearl.willcox@ealc.gov.uk](mailto: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 more than 2 WEEKS prior to the course (Except for certificated courses where no refund will be offered, as EALC will have paid for the exam)	Full Refund
Cancellations received a minimum of 1 week before the course	50% credit note
Cancellations received of less than 1 week notice	no refund
Cancellations for Saturday Courses	no refund

**PRIVACY NOTICE**

Visit our website to view our Privacy Notice [www.ealc.gov.uk](http://www.ealc.gov.uk) or contact the office to request a copy