

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

Course/Webinar/Forum Name:		
Course/Webinar/Forum Date:		
Council Name:		
Council Address:		
Delegate Name: _____ (Chairman/Cllr/Clerk) Delegates Email Address for Joining Instructions & zoom codes for courses:	**Delegate contact phone No.	
Delegate Name: _____ (Chairman/Cllr/Clerk) Delegates Email Address for Joining Instructions & zoom codes for course:	**Delegate Contact phone No.	
Cost per delegate: (See course flyer or EALC website)	Please invoice/ Remittance enclosed (Delete as applicable)	
<u>Clerk Bursary</u> 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 pearl.willcox@ealc.gov.uk	Annual turnover/precept under £80k (tick for yes) (If you answer yes you qualify) <input type="checkbox"/>
**Phone Numbers: 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

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
Cancellations for Bespoke/Certificated courses	no refund

PRIVACY NOTICE

Visit our website to view our Privacy Notice by clicking [here](#).
or contact the office to request a copy