**Trellis Seasonal Gardening**

**Training -** Booking Form

**Kilmarnock, East Ayrshire**

**Rate £265 for 4 sessions (Spring, Summer Autumn, Winter) includes lunch**

**Rate £80 for 1 session includes lunch**

Save £55 by booking 4 sessions

|  |  |
| --- | --- |
|  Your Name  |  |
|  Your Address |  |
|  |
| County |  |
| Postcode |  |
| Email |  |
| Telephone: Work/Daytime: |  |
| Mobile:  |  |
|  |
| Job Title  |  |
| Place of Work |  |
| Work Address |  |
| Work address 2 |  |
| County |  |
| Postcode |  |

|  |
| --- |
| Lunch - Please let us know if you have any dietary preferences i.e Gluten Free, Vegetarian or None |
|  |

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| Additional needs - If you have any additional support needs please let us know and we will do our best to accommodate them. |
|  |

|  |  |
| --- | --- |
| Do you consent to your name and email details being circulated among other training attendees on your course?  | Yes [ ]  No [ ]   |

See next page for Payment Details

Methods of Payment

**Please select your course by ticking the appropriate box below:**

|  |  |  |  |
| --- | --- | --- | --- |
| Course Selection *(tick one of boxes below)*  | Date of 1st Session booked | Seasonal Gardening rate per person £ | Total  |
|  |  | £265 4 sessions (Spring, Summer, Autumn, Winter) | £ 265 |
|  |  | £80 1 session | £80 |

|  |
| --- |
| **Please choose one of the following payment options** |
|  |
| **Opt 1** | I have enclosed a cheque made payable to ‘Trellis’  | Yes [ ]  No [ ]  |
|  |  |  |
| Please use the following for a reference for electronic payments **SG1920 + Your Name**   |
| **Opt 2** | Electronic bank transfer payment (e.g. BACS, online banking)  Pay to: The Royal Bank of Scotland Account name: Trellis - The Scottish Therapeutic Gardening Network Account No. 10356047 Sort Code 83-47-00 | Yes [ ]  No [ ]  |
| **To help us match your payment with your booking – tell us the name of the organisation that will paying your fee** |  |
|  |  |  |
| **Opt 3** | Please invoice me directly  | Yes [ ]  No [ ]  |
|  |  |  |
| **Opt 4** | Please invoice my organisation  | Yes [ ]  No [ ]  |
|  |  |  |
| **Opt 5** | Pay by card - I will phone 01738 624348 within 2 days of booking | Yes [ ]  No [ ]  |
|  |  |  |
| Purchase order no. (if applicable): |  |  |

|  |
| --- |
| **Invoice address** if different from your own |
| Name |  |
| Email |  |
| Department |  |
| Address  |  |
|  |
| Town/City |  |
| County |  |
| Postcode |  |
| Phone Number |  |

Please note the Booking Terms & Conditions *overleaf*

|  |
| --- |
| Please read the **Booking Terms & Conditions** carefully:* Bookings are only confirmed on receipt of payment.
* Payment must be received in full at least 10 days prior to the event.
* Invoices are payable upon receipt and should be paid prior to the event.
* No refunds will be made unless the cancellation is received in writing, more than 7 days prior to the first session you have booked. (NB This is the first session after the date of the booking was made).
* Bookings made in the 7 days prior to the session you have booked are non-refundable.
* This booking form constitutes a legally binding agreement.
* Delegate substitutions will be accepted if notified in writing/by email before the event.

 It may be necessary, for reasons beyond our control, to cancel, alter the content and timing of the programme, the advertised speakers or the venue. |

**Please Note:**

Please Note: Trellis events may be captured on video or by a photographer and it is possible that you will be included in images of the day.

By submitting your application form, you are authorising
 1.  Trellis the right to use your image in all publicity materials
 2.  Trellis to add your details to the Trellis database. See the Trellis Privacy Policy for further details.

How to Book

* **Return a completed booking form with payment to Trellis**
* **Booking forms can downloaded from** [www.trellisscotland.org.uk](http://www.trellisscotland.org.uk)
* **The booking form can be emailed to** info@trellisscotland.org.uk

 **Or posted to Trellis, Unit 8, Perth Business Centre, 28 Glasgow Road, Perth PH2 0NX**

**Booking forms will be acknowledged by email on receipt of a completed booking form.**

**Confirmation of the event will be emailed approx. 10 days before the event date.**

For office use only:

|  |  |
| --- | --- |
| Date Booking Form received  | ……./……./……. |
| Confirmation of receipt of booking (date email sent )  | ……./……./……. |
| Payment  |  |
| Other |  |

Please return booking form and payment to Trellis

Unit 8, Perth Business Centre, 28 Glasgow Road, Perth PH2 0NX

Email info@trellisscotland.org.uk

Payment can be made by card - Phone 01738 624348