



# Booking Form

Name: \_\_\_\_\_

(Company): \_\_\_\_\_

Address: \_\_\_\_\_

Post Code: \_\_\_\_\_

Tel: \_\_\_\_\_ Email: \_\_\_\_\_

**Names of Delegates - If different from above or for multiple bookings.** (Use more than one form if necessary)

Name: \_\_\_\_\_ Name: \_\_\_\_\_

Name: \_\_\_\_\_ Name: \_\_\_\_\_

### Activity / Course Details

Activity Name: \_\_\_\_\_ Dates: \_\_\_\_\_

Venue: \_\_\_\_\_

**Special Dietary Requirements** For those courses that include meals & refreshments, please state any special dietary requirements:

### Payment Details

N<sup>o</sup>. Delegates  Fee per Delegate  Total Fees (inc. VAT)

\* Debit / Credit Card Payment: Please complete details required overleaf. Thank you

\* Cheque enclosed for: £  Payable to Mitchell F&D Limited

\* Invoice to: Please enclose an official order when you return this form. Thank you.

Address for Invoice: \_\_\_\_\_

Post Code: \_\_\_\_\_

**Where did you find out about this activity?**

*I have read the accompanying terms and conditions and agree to abide by them*

Signature: .....

Date: .....

**Please return this form with your payment (cheque) or card details or official order to:**

**Mitchell F&D Limited**  
74 Holloway  
Pershore, Worcestershire, WR10 1HP



[www.cider-academy.co.uk](http://www.cider-academy.co.uk)



[www.tasteandexplore.co.uk](http://www.tasteandexplore.co.uk)

## Credit / Debit Card Payment – Postal Bookings

➡ **Please complete ALL sections below – including the card's 3-digit security code (found on signature strip) – Thank you**

TITLE & NAME AS ON CARD (if different from 1<sup>st</sup> page):

CARDHOLDERS BILLING ADDRESS (if different from 1<sup>st</sup> page):

POST CODE:

TEL:

Total Amount (inc. VAT) £ \_\_\_\_\_

Invoice No. (if applicable): \_\_\_\_ \_\_\_\_ \_\_\_\_

Visa  Electron  Delta  Maestro  UK Maestro  Mastercard  JCB  Amex  Solo

Card No: \_\_\_\_\_ (\_\_\_\_) (Maestro only)

Valid From: \_\_\_\_/\_\_\_\_/\_\_\_\_  
MM / YY

Expiry Date: \_\_\_\_/\_\_\_\_/\_\_\_\_  
MM / YY

Issue No (Maestro): \_\_\_\_

Signature of Cardholder: \_\_\_\_\_ Date: \_\_\_\_\_

➡ **3-Digit Security Code (last 3 digits on signature strip):** \_\_\_\_\_

*Mitchell F&D Limited: Training Services & Other Activities - Terms & Conditions  
(For activities run in the UK)*

**Provisional Bookings**

Provisional bookings will only be held open for 10 working days. To ensure a place, the booking form must be completed and returned with your payment (by cheque) **or** credit / debit card details **or** an official order within this time.

**Confirmed Bookings**

After your booking confirmation is received a legally binding contract is formed and these terms and conditions shall apply.

**Multiple Bookings**

Discounts may apply to delegates booked on to the same event on the same date, and only where indicated. If you are given a discount for booking more than one person onto the same date and you later wish to transfer some of the delegates to another event, the fees will be recalculated and you will be asked to pay additional fees due as well as any administrative charge.

**Overseas Bookings**

Bookings received from companies or individuals outside the UK must be accompanied by the provision of credit / debit card details **or** a sterling bankers cheque **or** BACS (wire) payment.

**Fees**

Bookings cannot be secured until payment is received. VAT (where applicable) is chargeable at the standard rate.

**Delegate Substitutions**

There will be no charge if a substitute person wishes to replace the original delegate. Please inform us in writing as soon as possible of any change to the original booking.

**Transferring Activities**

Transfer requests must be made in writing and received at least 10 working days before the event or cancellation charges will apply. Mitchell F&D Limited will try to offer a place on the same activity (subject to availability) and attendance must be within six months of the original activity date. If a delegate wishes to transfer a booking between 10 -20 working days of the activity start date there will be an administrative charge of 25% of the fee. The delegate will remain liable in full for any other costs incurred. If this transfer is then cancelled at any time, the fee remains payable.

**Cancelling Bookings**

For cancellations made in writing and received:

- More than 20 working days before the event, fees paid will be refunded, less a 10% administration fee;
- 11-20 working days prior to the start date, a charge of 50% of the fee will be payable;
- 10 working days or less the full fees will be charged. Full fees will also be charged to those individuals who do not attend the activity after booking and do not cancel their place as outlined above.
- **N.B. In the case of grant-aid subsidised activities, cancellation charges are based on the full, non-subsidised fee rate.**

**Issued Pre-Course Material**

Where pre-course material has been issued a charge of £75 will apply in relation to that material. Pre-course material is non-returnable.

**Cancellation/Amendment of Activities**

Activities are constantly updated and improved and Mitchell F&D Limited reserves the right to alter any of the activities' content without prior notice. Mitchell F&D Limited reserves the right to cancel an activity at any time without liability. In these circumstances, delegates will be offered an alternative date or a full refund. Mitchell F&D Limited reserves the right to change the venue at any time and without prior notice from that published.