

## TERMS AND CONDITIONS OF BOOKING

### How to Book

To reserve a place, please complete the attached booking form and return to Kalliopi Associates @ EBU Training. When booking places for more than one member of the organisation on the same course, please complete a separate booking form per participant attending.

Provisional bookings can be made by email. This will hold a place for 5 days following which a signed booking form must be sent to Kalliopi Associates Ltd, 18 Savile Royd, Halifax, West Yorkshire HX1 2EY to formalise the booking. On receipt of the signed booking form full joining instructions will be sent. Please forward cheque payment with booking or provide a purchase order number for payment by invoice. Unfortunately payments by credit/debit card are unable to be made at this time.

For any queries regarding the course content or booking arrangements please contact Kalliopi Associates @ EBU Training on 07582 722712 or [info@ebutraining.com](mailto:info@ebutraining.com)

### Course costs – 2 day courses

**Residential** £595 for the first delegate / £545 for second and subsequent from same organisation.

The fee includes lunch and light refreshments during the course, delegate pack, one night's single en-suite accommodation and dinner on day one. Accommodation is also available to book the night before the course at £95.00 per person; please see booking form for this option. Accommodation may also be able to be reserved for you following the course, if this option is of interest please contact us to check availability.

**Non-Residential Fee** £495 for the first delegate/ £445 for second and subsequent from same organisation.

The fee includes lunch and light refreshments during the course and delegate pack. This fee does not include the course dinner, but this may be requested as a separate item on the booking form. Cost for the course dinner is £25.00 per person.

### Course costs – 1 day courses

One day course £205 plus VAT for the first delegate/ £195 for second and subsequent from the same organisation. The fee includes lunch and light refreshments during the course and comprehensive delegate pack. We regret that we cannot arrange delegate accommodation pre or post the one day courses.

### Cancellation Conditions

A full refund will be given where a cancellation is received 14 days or more prior to the course. Cancellations must be made in writing to Kalliopi Associates @ EBU Training (email accepted). No refund will be given on cancellations received less than 14 days before the start of the course or for non-attendance on the day. Please also note that registrations are not normally transferable between courses, however substitutions can be made at any time; please notify us of the name change as soon as possible.

**Email:** [info@ebutraining.com](mailto:info@ebutraining.com)

**Tel:** 07582 722712

**Postal address: Kalliopi Associates Ltd  
18 Savile Royd, Halifax, West Yorkshire, HX1 2EY**

# KALLIOPI ASSOCIATES LTD @ EBU TRAINING

## BOOKING FORM

Please place  
'X' by  
booking  
type  
required

**Please reserve the following place on**

**Course title:** \_\_\_\_\_

**Course dates:** \_\_\_\_\_

**Course venue:** \_\_\_\_\_

- |  |   |
|--|---|
|  | 2 day course - Residential first delegate                                   |
|  | 2 day course - Residential second and subsequent from same organisation     |
|  | 2 day course - Non-Residential first delegate                               |
|  | 2 day course - Non-Residential second and subsequent from same organisation |
|  | Optional 2 day course - Accommodation the night before the course           |
|  | Optional 2 day course - Course dinner (for non-residential delegates)       |
|  | One day course – first delegate   |
|  | One day course – second and subsequent from same organisation               |

## PARTICIPANT DETAILS

<b>Title:</b>		<b>Surname:</b>	
<b>Forename:</b>		<b>Preferred Name:</b>	
<b>Organisation:</b>		<b>Job Title:</b>	
<b>Address:</b>			
<b>Postcode:</b>		<b>Email Address:</b>	
<b>Telephone:</b>		<b>Mobile:</b>	

### PAYMENT (please place 'X' by the appropriate payment method)

I enclose a cheque for £..... to cover the booking cost (made payable to Kalliopi Associates Limited).

Please invoice me for £..... to cover the booking cost at the address detailed above (if a different address is to be used, please provide details). An order number should also be given. Order Number: .....

*Please note that payment must be received prior to the commencement of the course. Should you have any queries relating to payment, please do not hesitate to contact us.*

### INDIVIDUAL REQUIREMENTS

Please detail any requirements regarding diet, disability etc. below if you would like to discuss your requirements personally, please do not hesitate to contact us.

<b>Signed:</b>	<div style="border: 1px solid black; padding: 2px;">I hereby agree to the Terms and Conditions of booking as detailed.</div>	<b>Date:</b>	
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*Please mark this box if you **DO NOT** wish to receive information and special offers*

**To provisionally book your place, please scan and email the completed booking form to [info@ebutraining.com](mailto:info@ebutraining.com) or by post to the address below.**

**Email: [info@ebutraining.com](mailto:info@ebutraining.com) Phone: 07582 722712**  
**Web: [www.ebutraining.com](http://www.ebutraining.com)**  
**Kalliopi Associates Ltd, 18 Savile Royd, Halifax, West Yorkshire, HX1 2EY**