

SPECIAL REQUIREMENTS	
Do you require disabled access?	Yes / No
Details:	
Do you require induction hearing loop?	Yes / No
Details:	
Do you require large print information?	Yes / No
Details:	
Do you have special dietary requirements?	Yes / No
Details:	
<input type="checkbox"/> I agree to DAPC terms & conditions (see back of flyer)	
Signed: Clerk	
Please complete form and return to: Cara Stobart, DAPC, School Hut, County Hall, Topsham Rd, Exeter, EX2 4QB. Tel:01392 382534 Fax: 01392 382062 Email: cara@devonrcc.org.uk	
A confirmation letter and map will be sent to the council once this form has been processed. If you wish them to go directly to the delegate please supply address below:	
<input type="checkbox"/> I would like DAPC to try to arrange a lift for me	
<p align="center">FOR OFFICE USE ONLY:</p> Date form received: Date confirmation sent: Date cheque received: Notes:	



DAPC Training Event

Booking Form



TERMS & CONDITIONS

1. Please book using an official booking form.
2. If booking online an invoice will be sent upon receipt of the form, and payment is requested by at least ten days before the course date.
3. You must let us know immediately if you need to cancel a place on the course as we often have people on a waiting list for the more popular events.
4. Full refunds will only be granted for cancellations at least ten days before the course date.
5. No refund will be given for cancellations after this time unless a replacement can be found.
6. In the event that DAPC has to cancel the course a full refund will be given to all delegates.

FURTHER INFORMATION

In keeping with our green policy, where possible DAPC try to arrange their events at venues that are easily accessible by public transport as well as car. If however transport to an event does prove a problem please tick the appropriate box on the booking form and we will try to arrange a lift for you.

For any further information on this course or any other courses please contact Cara on 01392 382534 or email her at charlotte2@devonrcc.org.uk.

This document is available in large print and alternative formats upon request.

Please ring 01392 383443



**DAPC Training Course
Booking Form**

PLEASE COMPLETE IN BLOCK CAPITALS

Event:

Date:

Cost:

Council:

Contact Name:

Address:

Postcode:

District: ED / MD / WD / SH / To / Te / ND

Telephone:

Fax:

Email:

Delegate Name:

Clerk/Cllr?

Cost

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	Total cost	
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I enclose a cheque for £.....
made payable to 'Devon Association of Parish Councils'

I require an invoice to be sent to the Council