


DAPC Training Event

Large Print

Booking Form

PLEASE COMPLETE IN BLOCK CAPITALS	
Event:	
Date:	
Council:	Cost:
Contact Name:	
Address:	
Postcode:	
District: ED / MD / WD / SH / To / Te / ND	
Telephone:	
Fax:	
Email:	

 I agree to DAPC terms & conditions (see inside)

Signed:

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:

_____ Postcode: _____



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.

Delegate Name:	Clerk/ Cllr?	Cost
	Total cost	

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

A full list of DAPC training events can be found on the DAPC website www.dapc.org.uk along with other events that may be of interest to local councils. Councils may book training events online via our website, however at present we are unable to offer an online payment facility.

<p> I enclose a cheque for £..... made payable to ‘Devon Association of Parish Councils’</p>
<p> I require an invoice to be sent to the Council</p>

TERMS & CONDITIONS

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:	
Would you like us to try and arrange a lift for you?	Yes / No

Details:

- 1 Please book using the 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.