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| Course Details |
| Course Name |  |
| Course Start Date/s |  |
| Course Fees |  |
| Participant Details |
| Participant/s Name & Email Address |  |
|  |  |
|  |
| Company & Invoicing Details |
| Company Name |  |
| Company Address |  |
| Company Contact Name |  |
| Phone Number |  |
| Email |  |
| How did you first learn about us? | □ Flyer / postcard □ Advert □ Friend / Colleague / Classmate □ Google □ LinkedIn □ Instagram □ Other web browser □ Facebook □ Twitter  |
| Purchase Order Number (If applicable)  |  |
| Cancellation Policy |
| **Full booking terms and conditions are found at https://www.eventschool.london/terms** |
| We reserve the right to cancel a course in the event of exigent circumstances. In the unusual event of course cancellation by us, course fees will be refunded. In the case of cancellation by you:* If you cancel your course place up until 4 weeks prior to the scheduled start date, there is a 10% cancellation fee and 90% of fees paid will be refunded.
* If you cancel within 4 weeks prior to the scheduled start date, there is a 100% cancellation fee and no refund will apply. No-shows are treated as cancellations and no refund applies.
* Advice of cancellation must be provided in writing to info@eventschool.london

Please read the full booking Terms and Conditions at https://www.eventschool.london/terms |
| Booking Declaration |
| I confirm that the information provided is complete and correct and that the participants are 18 years or over. Under the provisions of the Data Protection Act, I agree to the company processing personal data contained in this form for any purpose connected with the course booked or my health and safety whilst on the premises for any legitimate reason. (We will not use your data for any other reason nor do we share data with any other organisation.) I agree to abide by the Health and Safety rules of host venues. I understand and agree to the cancellation policy terms. Course places are not confirmed until payment has been received. By signing this form and making payment I agree to the [Terms and Conditions](https://www.summerschools.london/terms) (Terms and Conditions do not affect your statutory rights.)Signature (participant) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| **Payment**  |
| **Bank Details****Bank:** HSBC UK**Account Name:** The Event School London Limited**BSB:** 40-02-33**Account Number:** 62215349**IBAN:** GB96HBUK40023362215349 **BIC:** HBUKGB4B**Reference:** Please provide the participant’s name as reference |

Please email the completed form to info@eventschool.london