

# Open Course Booking Form

Please complete the following information below and submit by email to:  
[orders@burgehugheswalsh.co.uk](mailto:orders@burgehugheswalsh.co.uk) to confirm the booking:

<b>Event Title:</b>			
<b>Dates of Event:</b>		<b>Our Ref.</b>	
<b>Venue Details:</b>	Burge Hughes Walsh Limited, 6 Allerton Road, Rugby, Warwickshire CV23 0PA		
<b>Primary Contact Details:</b>			
<b>Title:</b>		<b>Full Name:</b>	
<b>Job Title:</b>			
<b>Company Name:</b>			
<b>Telephone:</b>	<b>Email Address:</b>		
<b>Invoice Details:</b>			
<b>Company Name:</b>			
<b>Address:</b>			
<b>Postcode:</b>			
<b>Email Address:</b>			
<b>Delegate Details:</b> Please list the names of all of the delegates below and indicate whether any of the delegates have any dietary requirements or special needs.			
<b>No. of Delegates:</b>			
<b>Name of Delegate 1:</b>		<b>Email:</b>	
<b>Name of Delegate 2:</b>		<b>Email:</b>	
<b>Name of Delegate 3:</b>		<b>Email:</b>	
<b>Name of Delegate 4:</b>		<b>Email:</b>	
<b>Dietary Requirements:</b>		<b>Special Needs:</b>	
<b>Fee Details:</b>			
<b>Total Net Fee: (VAT will be added to all invoices):</b>			

### How to Book:

1. Please email the completed form to [orders@burgehugheswalsh.co.uk](mailto:orders@burgehugheswalsh.co.uk).
2. An invoice will be sent to you on receipt of the booking form. To secure a place on the course, payment should be made in full by **15th September 2025**.
3. If you require further information, please contact 01788 550015.

### Terms and Conditions of Booking:

1. Joining details will be sent to delegates two weeks before the start of the course.
2. If any delegate should have to cancel this booking and a substitution cannot be provided, the following refunds will be given:

Notice Period	Refund (if full payment has been made)
On or before 16th September	Full refund
Between 17 <sup>th</sup> and 30 <sup>th</sup> September	25% refund
Between 1st and 13th October	No refund

Cancellations should be made by email to [orders@burgehugheswalsh.co.uk](mailto:orders@burgehugheswalsh.co.uk) by 4pm.

3. In the event of a cancellation by Burge Hughes Walsh Limited all monies transferred will be refunded.
4. The cost of the course includes a set of materials, lunch and refreshments during the day. It does not include accommodation.

### Confirmation:

I hereby confirm booking for the course detailed above. I have read and understood the terms and conditions and agree to abide by them.

Signed: ..... Date: .....

Name: ..... (CLIENT)

Signed: ..... Date: .....

Name: ..... (BHW)