



## WORKSHOP BOOKING FORM

Please copy this form as required and use one form per person. Return completed forms to WAVS, Provincial House, 26 Commercial Way, Woking GU21 6EN, fax to 01483 740929 or, if received by email, please return to [events@wavs.org.uk](mailto:events@wavs.org.uk).

**Organisation:**

**Attendee:**

**Address:**

**Post Code:**

**Tel**

**Email:**

Charity or Voluntary Organisation  Business Sector  WAVS Member

Statutory Organisation  Social Enterprise

**Workshop Title and Date:**

**Fit for Funding 27<sup>th</sup> January 2012.**

Current skill/knowledge level (0-10, 10 being expert)

Please state your 2 key objectives from this workshop:

1

2.

Please give details of any special assistance you require to enable you to attend this workshop, e.g. hearing loop, wheelchair access

Would you like to be included on our mailing list for future workshops? Yes / No

Would you like information on our range of services? Yes / No

Please see overleaf for administration details

## **ADMINISTRATION DETAILS**

### **Booking arrangements**

Bookings for WAVS workshops will be accepted on a first come first served basis.

Provisional bookings will be accepted. However, a booking will only be regarded as confirmed once a completed booking form has been received.

If a course is full, your name will be placed on a reserve list. If a place then becomes available, you will be notified.

Please confirm your booking as soon as possible before the course date, to enable the organisers to make final arrangements. For late bookings, you are advised to contact the office direct to check if your booking can be accepted.

Final details about the course, how to get there, and other arrangements as applicable will normally be sent out in good time prior to the course.

**Please complete and return the remittance advice sheet attached, including the nominal fee of £6 per person (including VAT) per workshop with your booking form.** Cheques should be made payable to 'Woking Association of Voluntary Service'.

### **Cancellation**

We ask that in the event of cancellation you notify WAVS as soon as possible to release the space for others. WAVS reserves the right to cancel workshops where there are insufficient attendees.

### **Data Protection**

The information you provide on your booking form will be held by WAVS for their exclusive use and will not be passed to any third party, individual or organisation unless you have given your permission.

For further information about any of these workshops, please contact [moyra@wavs.org.uk](mailto:moyra@wavs.org.uk) or telephone on 01483 751456

WAVS is a registered charity no. 255509

Supported by Woking Borough Council, Surrey County Council and Surrey Primary Care Trust



## Remittance Advice

<b>Organisation Name:</b>	
<b>Attendees Name:</b>	
<b>Work Shop &amp; Date</b>	Fit for Funding 27 <sup>th</sup> January 2012.
<b>Amount Due:</b>	
<b>Signed:</b>	
<b>Date:</b>	
<b>To:</b>	<b>Woking Association of Voluntary Service</b> Provincial House, 26 Commercial Way Woking, Surrey. GU21 6EN
<b>Amount received:</b>	
<b>Date:</b>	
<b>Signed:</b>	

**Please note a signed copy of the Remittance Advice will be given to attendees on the day of the work shop.**