

# BOOKING FORM

**Seminar title** \_\_\_\_\_

**Address for correspondence**

Contact name: \_\_\_\_\_

University: \_\_\_\_\_ Position: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_ Postcode: \_\_\_\_\_

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_ Email: \_\_\_\_\_

Purchase order number (if applicable): \_\_\_\_\_

**Participant details**

First and last name (as would like it on your badge)	Position	Fee
_____	_____	_____
_____	_____	_____
_____	_____	_____
<b>Fees are subject to VAT which will be added to our invoice at the current rate</b>		<b>Total</b>

Please include here any special dietary or other needs

**Reservations**

**Fees** – for residential seminars UhS fees include accommodation and meals, seminar materials and training costs. If you would like to attend a residential event as a non-resident please contact us to determine the cost. For non-residential seminars the fees include refreshments during the day, seminar materials and training costs.

**To book** – please complete this form on-line and return it by clicking the submit button. Alternatively you can print it first then complete it, and fax it to UhS at 01865 276675 or mail it to University Hospitality Seminars, Birk Brae, Blebo Craigs, Cupar, Fife KY15 5UG. We will acknowledge receipt of your reservation and send you our invoice. We will send full details to participants in good time before the seminar.

**Business terms** - we regret that once we have accepted your reservation by sending you and invoice and allocating you a place on a seminar, we are not able to make a refund if you subsequently cancel. You are welcome to substitute another colleague if you cannot come. When you send in your reservation form you agree that you will pay our fee invoice. We have to make these conditions because UhS contracts with the venue and the presenter. UhS offers its seminars at best value for money and cannot therefore make refunds. If we are oversubscribed we can try to resell your place on your behalf. We will make a charge of £25.00 plus vat if you ask us to do this and we are able to do so.