

## BOOKING FORM

To confirm your booking return this form with a cheque, payable to Essex County Council, to: Katie Seabright, Historic Buildings & Conservation, Essex County Council, County Hall, Chelmsford, Essex, CM1 1QH.  
01245 437672 Fax: 01245 437213  
Traditional.BuildingSkills@essexcc.gov.uk

**NB: Please check availability before sending in payment**

Course details and booking forms are also available at:  
[www.cressingtemple.org.uk](http://www.cressingtemple.org.uk)

Course name: .....

Date of course: .....

Name: .....

Company/organisation: .....

Address: .....

.....

Post code: .....

Tel: .....

Email: .....

We may use your details at a later date to gain feedback on the courses.



Help reduce the amount of paper we use. Please tick to receive course information via email.

Thank you.

## Terms and conditions of booking

### Paying for courses

Payment must be made in full at the time of booking. Please note we are only able to accept payment by cheque.

### Cancellation of course by Essex County Council

If the course is cancelled by Essex County Council we will refund you in full or you may transfer on to another course within the same programme.

### Cancellation of booking by attendees

If a booking is cancelled more than 4 weeks in advance of the start date of the course we will refund you in full.

If a booking is cancelled less than 4 weeks before the course, then booking fees will not be refunded unless the course is full and the place can be resold.

### Changes to published information

At the time of publishing all information is correct, however Essex County Council reserve the right to make changes to the programme if necessary.

Any people booked on these events and affected by changes will be contacted as soon as possible.