

Voluntary Action Camden  
**Training Booking Form 2010-11**



**Please fill in the form with black ink and in CAPITAL letters. Send it with your payment to: TRAINING: VAC, 293–299 Kentish Town Road, London NW5 2TJ. Make the cheque payable to Voluntary Action Camden.**

**Check our web for up to date information: [www.vac.org.uk](http://www.vac.org.uk), ☎: 020 7284 6550, E [vac@vac.org.uk](mailto:vac@vac.org.uk)**

<b>Your Name:</b>	<b>Organisation Name:</b>		
Your position in the organisation:	<b>Telephone(s):</b>		
<b>Address &amp; post code:</b>		Borough	
<b>Mobile:</b>	<b>Email:</b>		
Please state if you have any special requirements:		<b>Are you VAC member?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No	

Delegate's name	Training/ Workshops/ Conference	Date & Time	Fee
<b>TOTAL</b>			

<b>FOR OFFICE USE ONLY</b>	
<b>Cheque Received and amount: £</b>	
<b>Staff/Trainer informed of payment: Yes <input type="checkbox"/> No <input type="checkbox"/></b>	

**Training Booking Policy**

1. Every participant/delegate from an organisation must complete a booking form.
2. Booking fee is required for some training sessions. Please check with the relevant contact person indicated in the annual training calendar whether a fee applies. For organisations which are **not a member of Voluntary Action Camden** (VAC) other fees may apply.
3. Acknowledgement of bookings and confirmations will only be made by email.
4. Any cancellation or alteration must be in writing within a week. Non- cancellation and no show will result in an additional charge of £25.
5. For an all day training you should attend the whole session.
6. Certificate of attendance will not be issued to participants attending just part of the training session.
7. Admission of participants, who arrive late for more than half hour, is subject to trainer's discretion.
8. Please keep a copy of the booking form for your records.
9. This form can be used as an invoice

**CHEQUE ENCLOSED? Yes  No**

**SIGNATURE:** ..... **Date:** .....