



# Introduction to Woodland Management

Saturdays 9<sup>th</sup>, 16<sup>th</sup> and 23<sup>rd</sup> November 2019

## Booking Form

Thank you for your interest in the Introduction to Woodland Management course from Knighton Tree Allotments Trust. In order to secure your place on the course we need to receive both this completed booking form **and** your payment - either by cheque or by bank transfer. You can either:

- Complete this form electronically and email it to [woodland@tveg.org.uk](mailto:woodland@tveg.org.uk),  
or
- Print the form and complete it by hand. You can then either scan/photograph the completed form and email it to the address above, or you can return it by post to: Knighton Tree Allotments Trust, c/o 1 Ivy Cottage, Garth Lane, Knighton, LD7 1SB.

For this course you can either attend just the classroom-based Day 1, or just attend the practical Days 2 & 3, or you can attend all 3 days. You will need to complete one form per person attending. Full joining instructions will be emailed to you nearer the time of the course.

### 1. Your contact details

Forename: \_\_\_\_\_ Surname: \_\_\_\_\_

Email: \_\_\_\_\_ Telephone no: \_\_\_\_\_

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

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

### 2. Choose 'Day 1 only', 'Days 2 & 3 only' or 'All 3 Days'

I will be paying **£33** to attend the classroom-based **Day 1 only** Saturday 9<sup>th</sup> November 2019, 9.30am – 3pm.

I will be paying **£66** to attend the practical **Days 2 & 3 only** Saturdays 16<sup>th</sup> & 23<sup>rd</sup> November 2019, 9.30am – 3pm.

I will be paying **£99** to attend **all 3 days** Saturdays 9<sup>th</sup>, 16<sup>th</sup> & 23<sup>rd</sup> November 2019, 9.30am – 3pm.

To ensure that its courses are inclusive, KTAT is offering 2 half-price places on this course. They are available to 1.) anyone aged 19 or under, and 2.) people of any age who are unwaged **with a total household income of under £28,400 a year**. These 2 places are offered on a basis of trust, with delegates self-declaring their eligibility. If you would like to apply for a half-price place please contact us on 01547 520374 before completing this form so that we can let you know if there are any half-price places available. The 2 places will be given to the first 2 eligible delegates to book *and pay for* their place on the course.

*This training is being provided by Knighton Tree Allotments Trust, a not-for-profit company limited by guarantee (No. 7416851) established for the benefit of wildlife and local people. Registered Office: The Toot, Garth Lane, Knighton, Powys, LD7 1HH.*

### 3. Payment

The payment due is determined by if you are attending 'Day 1 only', 'Days 2 & 3 only', or 'All 3 Days'.

I enclose a cheque made payable to "Knighton Tree Allotments Trust" for £ \_\_\_\_\_

or

I will be making a bank transfer of £ \_\_\_\_\_ to Knighton Tree Allotments Trust

Sort Code: 08-92-99

Account number: 65442920.

**\*Please put your full name as the "bill reference" so we know who the money has come from!\***

### 4. Emergency contact details

Just in case you fall ill, or are involved in an accident whilst attending the course, we would like to know who to contact in the case of such an emergency. We also need to know if you have any medical conditions that might affect you during the course, especially if you are attending the practical training in Days 2 and 3 (e.g. heart disease, epilepsy, diabetes, asthma, muscular/skeletal disorders). The details in this section will be kept entirely confidential and will be securely destroyed at the conclusion of the course.

#### Who can we contact in case of an emergency?

Name: \_\_\_\_\_ Telephone no: \_\_\_\_\_

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

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

Relationship to you (e.g. partner, friend): \_\_\_\_\_

Your doctor's name: \_\_\_\_\_ Doctor's telephone no: \_\_\_\_\_

Doctor's Address: \_\_\_\_\_

Postcode: \_\_\_\_\_ Your date of birth: \_\_\_\_\_

Do you have any medical conditions that KTAT should know about? If so, then please put details below:

### 5. Your data

We usually take photos at our training events unless a trainee specifically asks us not to. Are you happy for your image to be used in KTAT publicity e.g. on our website? **Yes / No** (You would not be named in the photographs.)

Knighton Tree Allotments Trust (KTAT) would like to add you to its emailing list to inform you of future KTAT events (e.g. training and talks) and to send you an electronic copy of its annual newsletter. If you are happy for KTAT to do this please tick here:

If, at any time, you wish to unsubscribe you can simply email [woodland@tveg.org.uk](mailto:woodland@tveg.org.uk) from the email address you want removed with "unsubscribe" as the title.

KTAT is a small community group run for and by volunteers. KTAT will use your data to provide you with the service that you have requested. Your data will be stored securely and not shared with any third party, unless serious illness or accident causes KTAT to need the Emergency Contact Details you have provide in Section 4 above.

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## Terms & Conditions.

These terms apply to the booking of courses run by Knighton Tree Allotments Trust ('we', 'us', and 'our'). They may be amended at any time but the terms and conditions that apply will be those on the booking form that you complete. Please keep a copy for your records.

1. Course content. The description of the course provided on our website and in the course outline is as realistic and accurate as we can reasonably make it. We reserve the right to make reasonable changes to course content and to correct errors (e.g. typographical or clerical) without liability on our part.
2. The course fees are in pounds sterling and are for attendance at the course only. They do not include ancillary costs such as food, accommodation, transport costs, etc..
3. We will confirm to you, via email, when we have received your completed booking. Once we have sent that email a binding contract exists between us. We reserve the right to reject any booking. Before submitting a booking, you are responsible for checking its accuracy.
4. If you cannot attend a course, we will accept a change of attendee provided that we are given a working days' notice of the substitution. Alternatively, we can change your booking to an alternative course, provided there is a place available. If the fee for the alternative course is higher, you must pay the difference; if it is lower, we will refund you the difference.
5. We reserve the right to cancel a course if there are insufficient bookings, and to postpone a course in the event of tutor illness or other exceptional circumstances such as bad weather. If this happens you will be offered a full refund or an available place on another course. If the fee for the alternative course is higher, you must pay the difference; if it is lower, we will refund you the difference.
6. If we fail in our legal duty, our liability will be limited to the course fees paid by you.
7. We generally only permit persons aged 18 or over to attend our courses unless we state otherwise in the booking information. If a person aged under 18 wishes to attend a course then we will consider making special arrangements but reserve the right to reject any booking.
8. Any tools and materials used during the course remain our property. Tools must be left in the same condition in which they were found, fair wear and tear excepted.
9. The Consumer Contracts Regulations, 2014 give you a statutory 'cooling-off' period which entitles you to cancel your booking within 14 days of us confirming receipt of it. After 14 days, cancellations can be made in accordance with our cancellation policy (below).

These terms and conditions do not affect your statutory rights.

## Cancellation Policy

1. For up to 14 days after the date on which we confirm receipt of your booking you have the right to cancel bookings and to receive a full refund of any charges made.
2. Courses can be cancelled by you after the 14 days, subject to the following charges:
  - A full refund will be given, less an administration fee of £25, for a cancellation not less than 28 days before the course start date.
  - A 50% refund will be given, less an administration fee of £25, for a cancellation not less than 10 days before the course start date.
  - No refund will be given for a cancellation less than 10 days before the course start date or for non-attendance.

To exercise your cancellation right, you must notify us in writing (email acceptable) that you wish to cancel.

All refunds for cancelled course bookings will be made within 28 days of receiving them from you, or within 28 days of us receiving notice of cancellation from the person making the booking.