

# Booking Form:

Name: \_\_\_\_\_

Organisation: \_\_\_\_\_

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

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

Telephone: \_\_\_\_\_

Fax: \_\_\_\_\_

## Email Address Essential:

As Joining instructions will be sent to you Via E-mail): \_\_\_\_\_

Signature: \_\_\_\_\_

Official Order No (if applicable): \_\_\_\_\_

**Season ticket (block booking) rates are available. Please contact the Regional Office for details.**

## Payment Details - please tick the relevant box:

I have enclosed a cheque for £50 incl. VAT (made payable to RTPI North East Region)

I wish to pay using a season ticket (please give the name of the season ticket purchaser)

Please invoice me for payment

If you require the invoice to be sent to another address, please give those details below:

Name and Address \_\_\_\_\_  
\_\_\_\_\_

**Please telephone the NE Region Office 01661 871719 if you have any special dietary requirements or access requirements. An e-mail or fax confirmation of your needs will be required. We will do our best to accommodate your request.**

## Booking forms can be

**posted to:** RTPI North East Region, PO Box 116, NE20 9YN.

**or emailed to:** [Kay.lough@rtpi.org.uk](mailto:Kay.lough@rtpi.org.uk) or [northeast@rtpi.org.uk](mailto:northeast@rtpi.org.uk)  
Telephone 01661 871 719

## Cancellation Policy: The following charges will be made:

7-11 working days prior to the event	A charge of 50% of the fee will be made unless transferring to another seminar
<6 working days prior to the event	No refund or transfer available.