

The Old Rectory Cookery School

The Old Rectory, Bentley, Farnham, Surrey, GU10 5HU. Tel: 01420 520528
www.oldrectorycookeryschool.co.uk email: enquiries@oldrectorycookeryschool.co.uk

BOOKING FORM

The information on this form will be treated as confidential and not passed on to any third party.

First name _____ Last name _____

Address _____

Postcode _____

E-mail _____

Telephone: Daytime _____ Evening _____
Mobile _____

Course or Demonstration Title _____

Course date/s _____

For one-day hands on classes and demonstrations, full payment is required at time of booking.
For all other courses a non-refundable deposit of £100 is required with booking, the balance is due one month prior to the start of the course.

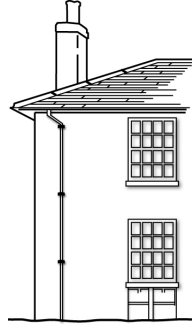
I enclose full payment/deposit of £.....
Please make cheques payable to 'The Old Rectory Cookery School'

If you wish to pay by Bacs please use the following information and give the surname of the person attending the course as reference: Account name - The Old Rectory Cookery School
Account Number- 43101840 Sort code – 09 06 66

I am making a Bacs payment of £

Please sign below and tick box to confirm you have read and accept our terms and conditions
(See reverse of this booking form or go to our website www.oldrectorycookeryschool.co.uk for details)

Signature



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TERMS AND CONDITIONS OLD RECTORY COOKERY SCHOOL

1. **Booking & Payment** - Provisional bookings made by telephone and e-mail can only be held for seven days. For demonstrations and one-day hands on classes we require full payment with booking. Longer courses require a **non-refundable** deposit of £100 followed by full payment one month before the course commences. On receipt of payment we will confirm booking and any necessary course information will be sent before the course commences. For corporate events we require a deposit of 10% on booking, with the balance payable one month in advance of the event.

2. **Special needs and dietary requirements** - Please inform us at time of booking of anything which may affect your participation in, or enjoyment of the course. Those with nut allergies are advised that nuts and nut products are used at the Old Rectory. We are unable to tailor our course content for special dietary requirements unless you are booking all the places on a course for a private group.

3. **Health and Safety** – Cooking requires the use of heat and sharp utensils so there is inevitably a risk of accidents. To minimise this risk we ask that you dress appropriately for all hands on classes. This especially applies to suitable non-slip closed footwear. We accept no liability for personal injury, or any loss of, or damage to, personal property. At The Old Rectory we ask that you do not smoke in the house and the area in front of the house.

4. **Conduct** - We reserve the right to ask any student to leave without reimbursement of fees if their behavior is unsafe or unreasonable in any way.

5. **Cancellation (one day events)** – If you wish to cancel your confirmed booking, you will be liable for full payment of the course fees unless you or we find a suitable alternative booking. If for any reason you need to change your booking, you may, at our discretion, change to the next available course, if there are spaces. In the unlikely event that we have to cancel a course we will endeavor to offer a suitable alternative. If this is not possible you will be entitled to a full refund.

The same policy applies to any pre-paid voucher bookings. However, in the unlikely event that we have to cancel a course, we will endeavor to offer a suitable alternative or a voucher to attend a future event to the same value at The Old Rectory Cookery School.

6. **Cancellation (longer courses)** – If full payment is not received one month before the start of the course, the booking will be canceled. If you wish to cancel your confirmed booking with less than one month notice you will be responsible for full payment of the course fees unless you or we find a suitable alternative, in which case the deposit only will be forfeited.

Students are advised to take out their own insurance against cancellation for any reason outside their control.

In the unlikely event that we have to cancel a course, we will endeavor to offer a suitable alternative. If this is not possible, you will be entitled to a full refund.