

# BOOKING FORM 2018

Name .....

Address .....

Postcode .....

Tel .....

Mobile .....

Email .....

Event/s with date that you wish to book for:  
(Please indicate male/female and names and ages of children, as applicable.)

For some weekend courses, indicated in the programme, a room in the main farm house has an extra cost. Please request on booking. Payment: One-third of full amount for weekend courses, for day events please pay full amount on booking.

Payment can be made by cheque payable to 'Lower Shaw Farm', or by debit card by phoning us on 01793 771080. The final balance is payable two weeks before the course.

Amount enclosed £ .....

Any special requirements? .....

Can you offer/would you like a lift? .....

On receipt of this booking form and deposit, we will send you confirmation of your place, and directions, what to bring etc. This information can also be found on our website.

Please return this form to: LOWER SHAW FARM, SHAW, SWINDON, WILTSHIRE, SN5 5PJ • Tel • 01793 771080

This information will be used for LSF mailings only and will not be passed to any third party.

## TERMS AND CONDITIONS OF BOOKING (Please retain for reference.)

### HOW TO BOOK

The information below outlines the different possibilities: online, by mail, or phone. We recommend that you book early to avoid disappointment, and that you email or phone us to check availability.

### POSTAL AND ONLINE BOOKING

A booking form can be found on the last page of the printed brochure. This can be filled in and posted to us with a cheque for one third of the course fee.

There are two options available on the website [www.lowershawfarm.co.uk](http://www.lowershawfarm.co.uk):

- An on-line form, which submits all information except payment details via the internet. We will contact you by phone to obtain the deposit or fee payment, to be paid by credit or debit card.
- 'Off-Line'. Complete the form, select 'Print Booking Form' at the side, and send your application along with a cheque. Please do not send cash by post.

### BOOKING BY PHONE

You may also book by phone if you are paying by credit or debit card. Tel: 01793 771080. Whatever your method of booking, you will be sent a written confirmation, details of what you should bring, and a map with instructions on how to find us.

### PAYMENT

1. There is a deposit of one third of the total price payable on booking.  
Until the deposit or full payment is received the booking is treated as provisional. We regret that no reductions can be made in respect of late arrival, early departure or absence during any part of the course. After paying the deposit you will receive a receipt and confirmation of your booking. This is also an invoice for the balance, which is payable two weeks before the course.
2. We accept payment by credit card, debit card, bank transfer, or cheque. If you choose to pay by cheque, please make it payable to Lower Shaw Farm Ltd.

### CANCELLATIONS

1. If it is necessary for you to cancel your booking please inform us as soon as possible. All deposits are non-refundable but are transferable if one month's notice is given. If cancellation is made more than two weeks before the course, the balance minus the deposit will be refunded. Refunds of the balance cannot be given if cancellation is made less than two weeks before the start of the course.
2. Lower Shaw Farm reserves the right to cancel a course for whatever reason, which may include insufficient numbers, the availability tutors, or other reasons beyond our control. In this event, however, your course fee will be refunded in full. Every endeavour will be made to inform you of this at least one week prior to the course. Lower Shaw Farm can accept no further liability for course cancellations beyond the course fee refund.
3. Lower Shaw Farm reserves the right to refuse to accept any booking without stating a reason.