

## Workshop Application Form

Date and Title of Workshop you are applying to attend:

Thank you very much for your interest in applying for a place on a Yeomans Workshop.

In order to make your application please complete the form below and return it to Claire Fuller (Marketing Manager) at [claire.fuller@weareyeomans.co.uk](mailto:claire.fuller@weareyeomans.co.uk)

**Please Note:** Spaces for Yeomans Workshops are allocated on a first come, first served basis so we advise submitting your application as soon as possible and **no less than 7 working days** before the date of the workshop you wish to attend.

Applicants will receive written confirmation of the success of their application as soon as possible (or a minimum of 4 working days before the Workshop).

### Unless stated otherwise in the course description:

- All Workshops take place at Yeomans Head Office - Suite 1, Branbridges Industrial Estate, East Peckham, Kent, TN12 5HF
- All Workshops run from 10:00-14:00
- Refreshments (including Lunch) will be provided
- As Yeomans workshops are free of charge and numbers are strictly limited, they are frequently oversubscribed. Bookings are therefore limited to one attendee per organisation.
- Yeomans workshops are informal and collaborative, including ample opportunity for discussion and sharing between delegates

## SECTION 1: ABOUT YOU / YOUR ORGANISATION

1. Name of your organisation:

2. Your name:

3. Contact Telephone:

4. Email:

## SECTION 2: CONFIRMING AGREEMENT OF OUR BOOKING AND CANCELLATION TERMS

Spaces for Yeomans masterclasses are strictly limited and for this reason we operate the following booking policies regarding non-attendance or cancellation.

- If a confirmed delegate is unable to attend a Workshop they have booked onto, they may transfer their place to another attendee from the same organisation for no charge
- If a confirmed delegate cancels their place (without a substitution) within 1 week of the course, or does not arrive on the day, they will be charged our workshop fee of £100 + VAT

**Please note:** Any cancellations must be made in writing and will be deemed as received on the date that they are acknowledged by Yeomans. Please sign to confirm your wish to apply for a space on this Workshop and your agreement of the above non-attendance/cancellation terms.

Signed:

Date: