

BOOKING FORM

Please use a separate form for each person requiring a **separate** room. **Rooms will be booked on a first come, first served basis as places are limited.**

Name: _____

Address: _____

Phone: _____

Email: _____

Are you are happy for us to share your name with other attendees? **Yes/No**

| First Name (Preferred name for Badge if different) | Surname | Age (if under 24) | Room Type | | | | | Disability? Yes/No | Food Allergies? Yes/No | First time attending? Yes/No |
|--|---------|----------------------|----------------------|---------------------|---------------------|-------------------|---------------------|-----------------------|------------------------------|------------------------------------|
| | | | Single (Standard) | Single (Ensuite) | Double (Ensuite) | Twin (Ensuite) | Family (Ensuite) | | | |
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Do you have young people (12-24) wishing to attend the CMJ Big House Youth Conference? Yes/No (please complete the separate Youth form).

Please give more information about disabilities noted above:

| Name | Disability | Things we need to be aware of |
|------|------------|-------------------------------|
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Please give more information about food allergies/sensitivities noted above:

| Name | Food allergies/sensitivities we need to be aware of |
|------|---|
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Please turn over.

BOOKING TERMS AND CONDITIONS

Early Bird rate of £199 ensuite and £175 standard per person – if booking made by **31st January 2018**. Thereafter the price increases to: £220 ensuite and £199 standard per person. **Please note there are only single rooms available as 'Standard'**. Children 11 and under are free. Youth Conference: Children 12 and over £45.

Deposits: A non-refundable deposit of £50 per person is required at the time of your booking. The balance of your payment is due by **31st May 2018**.

Late bookings: If you book after **31st May 2018** you will be required to pay the full balance for each person at the time of booking. We are unable to give refunds after 1st June 2018.

YOUR BOOKING PAYMENT INFORMATION

Full cost for those on this form (number of people x total amount payable each): £ _____

Deposit to be paid (£50 per person x number of people on this form): £ _____

Balance to be paid by 31st May 2018 £ _____

I would like to make a donation to the Bursary Fund for the amount of: £ _____

The Bursary Fund is available to help those who would be unable to attend the conference otherwise.

TOTAL AMOUNT PAYABLE WITH THIS FORM: (Deposits & Bursary donations) £ _____

Please make cheques payable to 'CMJ UK'.

Card Payment

Card Type: Debit / Credit (Credit card - admin fee applies)

Card Holder (name as on card): _____

Card No: (16 figures) _____

Start Date: ____ / ____ Expiry Date: ____ / ____ Issue No. if SWITCH Card: ____

Please click/tick here if you would like details of our monthly pre-pay scheme.

Please click/tick here if you would like to receive help from the Bursary Fund.

Please note: Decisions concerning the Bursary Fund will be made by the CMJ CEO.

Please check that you have completed all the required information before returning the form with payment to the following address:

CMJ UK, Eagle Lodge, Hexgreave Hall Business Park, Farnsfield, Nottinghamshire, NG22 8LS.

For further information, please call 01623 883960 or e-mail conference@cmj.org.uk

ADMIN USE ONLY

Date processed:

Amount received:

Payment type: CHQ / CASH / CC / BACS

INITIALS:

Date accommodation allocated:

Date acknowledgement letter sent:

Date final letter sent: