Event booking form

in Control®
www.in-control.org.uk/events

Please complete the form on the next page.

You can type straight into the form – then email it or print it out and post or fax it. You can also print it out – then fill it in by hand and post or fax it.

By post

Fill in on screen and print – or fill in by hand – and return to:
In Control Support Centre,
Carillon House, Wythall
West Midlands, B47 6JX

By fax

Fill in on screen and print – or fill in by hand – and return to:
0156 482 4260.

Click the email button at the end

Fill in on screen and **click on the yellow button** at the bottom of the next page.

Using an email apllication

Fill in on screen, save and send by web mail to: admin@in-control.org.uk

Help with this form

If you have any questions about this form, please email: admin@in-control.org.uk or phone 0156 482 1650.

Cancellation policy: cancellations must be made **seven working days** before the event date. Failure to do so will result in the full amount being charged. In the case of a free event, charges will be made to cover the full cost of the place.

Photography: we may take photographs during our events and use them in future In Control publications and publicity. Please tell a member of the In Control team if you do not agree to have your photograph taken.

Next page

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Please type in the boxes to complete this form. You can then print and send by post or fax or send the PDF by email.

Event details

Name of event:

Date of event:

Booking – individuals

Please write number of people in each category in box.

☐ Individuals – Non-Members

☐ Individuals – Public Members

☐ Personal Assistant (PA)
(free on the day when supporting an individual)

PA's name:

Booking – organisations

Please tick the correct box below.

☐ Local Authority Member

Authority:

☐ Primary Care Trust Member (PCT)

PCT:

☐ Organisation – Member

Organisation:

☐ Organisation – Non-Member

Organisation name

Names of people attending

Please write the names of people attending.

1.
2.
3.
4.
5.

Special requirements

Please let us know if you have any access requirements or anything else that will make your day more comfortable.

Fees

☐ Tick here if this is a free event

I enclose a cheque for £ .

Please make sure you have included VAT

Cheques payable to In Control Partnerships

Purchase order number:

Finance contact name:

Invoice address:

Postcode:

Contact details

We will contact the lead booker to confirm.
Please ensure that all contact fields are complete.

Your name:

Contact address:

Postcode:

Telephone Number:

Email:

☐ Please tick to confirm you have read and understand the cancellation policy.

save form OR print form OR email form