

# Divorcing Tools Workshop Booking Form

Please return your completed form to H2:

**By Fax:**  
(01635) 38006

Or

**By Post:**  
H2 Training & Consultancy Ltd  
Bookings Department  
PO Box 944  
Newbury RG14 9AN

Name	Gender Male      Female
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Address and postcode
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Phone number	Mobile number	Email address
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Date/s of workshop	Location of workshop
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Please indicate your preferred option/s:

Saturday and Sunday Workshop including one overnight stay with leisure package: **£420**

Saturday and Sunday Workshop (no overnight stay or leisure package): **£300**

Saturday only: Core Skills Workshop (10.30am to 5.30pm): **£250**

Friday overnight stay: **£120**

Tick Preferred Payment Method:

Cheque       Bank Transfer       Credit or Debit Card

Do you have any special requirements? Eg: dietary/disability

How did you find out about this workshop?  
(Please be as specific as possible)

<i>"I have read and agree to comply with H2's booking terms"</i> Signature	Date
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Please note: All places *must* be paid for before the event.

# Divorcing Tools

## Booking Information and Terms

### Workshop fees are fully inclusive of:

- VAT at the current rate
- Workshop tuition / materials
- Workbook, with comprehensive reference materials and checklists
- Three course lunch / refreshments

### Accommodation costs cover:

- Double room with en-suite bathroom (single occupancy)
- Three course dinner
- Full English Breakfast
- Use of on-site leisure/spa facilities (pool, gym, sauna, jacuzzi, steam room, exercise classes.)

### Payment

On receipt of a completed booking form, H2 will reserve your place on the requested workshop in good faith. We will send you a proforma invoice for the total amount due, and your place must be paid for before the event. Your booking will be confirmed and a receipted VAT Invoice sent to you as soon as we receive your payment.

H2 will accept payment by:

- Cheque (payable to "H2 Training & Consultancy Ltd.") or by
- Bank Transfer (NatWest Sort Code: 52-10-46 - Account: 16538722 - H2 Training & Consultancy Ltd.)
- Credit/Debit card

Please indicate your preferred payment method on your booking form.

### Cancellation and Transfers

Bookings may be transferred with no additional cost to another person, but transfers made to another workshop date will be subject to cancellation/transfer fees. If you need to cancel or transfer your reserved or confirmed place, and if you are unable to send a substitute, then cancellation/transfer fees will apply as follows:

1 - 7 days prior to the workshop - 100% of total fee

8 - 30 days prior to the workshop - 75% of total fee

31 - 60 days prior to the workshop - 50% of total fee

61 days or more prior to the workshop – no cancellation/transfer charge

Cancellations and transfers must be made in writing and cancellation/transfer charges will be made whether or not payment has been received. We ask that you contact us by email or by telephone to confirm receipt of your cancellation/transfer notice. Non-attendance at a workshop, with or without notice will be treated as a cancellation.

The number of places on each workshop is restricted, and workshops are run subject to demand. We may therefore offer you an alternative date/venue, but you are not obliged to accept, and the booking fee will be returned in full if necessary.

### Special needs

H2 endeavours to use venues with disabled access and facilities. Workshop participants with any special requirements should inform us at the time of booking, to ensure that their needs are catered for. Workshop participants with any special dietary requirements are also asked to inform us on their booking form, so that we can make the necessary arrangements.

### Timings

Exact start and finish times of each workshop will be confirmed with the booking confirmation. There will be at least a 45-minute lunch break and two 15-minute tea/coffee breaks during each full day of training.