****

**Minding the Gap Professional Development Day**

**Booking Form**

**Saturday 18th May 2019 - 9.30am–4.00pm**

Horsham United Reformed Church, 45 Springfield Rd, Horsham RH12 1PT

**Delegate Name:**

Phone Number:

Email:

Job role:

\*If booking for more than one person please complete a separate booking form for each delegate

Ticket Type

\_\_ EARLY BIRD £30 Childminders, Childminder Assistants or Childcare on Domestic Premises

\_\_ EARLY BIRD £40 Practitioners in Childcare settings on Non-domestic premises

**Prices from Monday 29.04.19**

\_\_ STANDARD £40 Childminders, Childminder Assistants or Childcare on Domestic Premises

\_\_ STANDARD £50 Practitioners in Childcare settings on Non-domestic premises

BACS payments should be made to

Account Name: Children at Heart Account Number: 40000743

Sort Code: 09 01 27 Reference: Your Surname/PDD4

**\*Signature Date**

\*By signing or digitally entering your name here and/or making payment you are agreeing to the Minding the Gap CPD booking terms and conditions below

**Minding the Gap CPD ​**

**Booking Information, Terms & Conditions**

​**Data Protection/GDPR**Minding the Gap takes your privacy seriously. We will only use the details on this booking form to contact you about this training as part of our contract with you or other training events we organise in the future as a legitimate interest. Copies of correspondence, including booking forms, feedback forms and emails, will be kept as long as required for audit purposes and for us to evaluate the popularity and success of our events. These will be stored digitally in our password protected Gmail account or on paper in a locked unit. Any documentation that is no longer necessary for its purpose will be securely deleted or destroyed.  
If you would like to receive general emails from us about our services and other Early Years information please sign below to be added to our mailing list or complete the sign up form at <http://eepurl.com/dvSpWP> . We will never share your data with anyone else without your consent, unless required to do so by law. You may unsubscribe from all email communications from us by replying with UNSUBSCRIBE as the subject or as part of the message content in your email.  
Please view our Privacy Notice at: <https://mindingthegapcpd.weebly.com/privacy-notice.html>

**Please add me to the Minding the Gap CPD mailing list: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (signature)**

**Payments**All bookings must be paid in full prior to the training to guarantee your place. Payment should be made by Eventbrite or by direct bank transfer to the account detailed on the booking form using your name as booking reference. Once payment has been received (and cleared) an email confirmation/receipt will be sent. Bookings will close 24 hours before the training date.  
**Substitutions & Cancellations**If they are unable to attend for whatever reason delegates may nominate an alternative person to attend in their place, at no extra charge, but the organisers MUST be advised of this by email or text at least 2 hours before the start of the training.  
All bookings are final and we regret that if a delegate is unable to attend for any reason no refunds will be made.  
If the training is cancelled for any reason a full refund will be offered. The organisers are not liable for any other expenditure incurred by a delegate in relation to the training.

**Alterations to Programme – Cancellation/Postponement of Event**  
Minding the Gap reserves the right to make alterations to the event programme and timings.  
If there is a change to the advertised speakers or workshop contents no refunds will be made.  
In the event of it being found necessary, for whatever reason, that the event is postponed or the dates changed, the organisers shall not be liable for any expenditure or loss incurred by the delegate.   
If by re-arrangement or postponement the event can take place, the booking between the delegate and the organisers shall remain in force. Reasonable requests for refunds will be considered on a case by case basis.  
In the unlikely event of the event being cancelled a full refund will be made. Liability will be limited to the amount of the fee paid by the delegate.  
​**Speakers**  
All speakers will be attending subject to availability and so cannot be guaranteed. If there is a change to the advertised speakers or workshops no refunds will be made.  
Views expressed by speakers are their own. Minding the Gap cannot accept liability for advice given, or views expressed, by any speaker at the event or in any material provided to delegates.  
**Access Requirements**Delegates should advise MTG of any special access or other requirements on the Booking Form  
​​**Insurance**  
In the event of industrial disruption, travel disruption or other unforeseen circumstances, Minding the Gap accepts no responsibility for loss of monies incurred by delegates or any inconvenience caused. Delegates should make their own arrangements with respect to personal insurance, along with travel insurance if deemed necessary.    
Minding the Gap cannot be held liable for any loss, liability or damage to personal property.

**Contact us**If you need any further information or have any questions please contact us at [mindingthegapcpd@gmail.com](mailto:mindingthegapcpd@gmail.com)  
Follow us on Twitter @MTG\_CPD              
Like our Facebook Page at [www.facebook.com/mindingthegapcpd](http://www.facebook.com/mindingthegapcpd)  
​Visit our website at [www.mindingthegapcpd.weebly.com](http://www.mindingthegapcpd.weebly.com)