



BRITISH
HOROLOGICAL
INSTITUTE

Short Course Booking Form

Please complete the information below, print and return this form to us (see address below).

Please include payment of £100 (payment options overleaf) as your deposit to Zanna Perry, BHI, Upton Hall, Newark NG23 5TE, Nottinghamshire, United Kingdom. You can also phone + 44 (0)1636 817603 to make sure you get a place and pay the deposit by debit or credit card. The £100 booking fee is non-refundable.

1. Personal details

Title:		Initials:		Date of Birth:		Gender:	
First Name:				Surname:			
Address:							
Town:				County:			
Postcode:				Country:			
Phone:	Home		Work		Mobile		
Email:							
<input type="checkbox"/>	I am a member of the BHI. My membership number is:						<input type="text"/>
In case of emergency, you can contact: Name:				<input type="text"/>	Tel: <input type="text"/>		

2. Invoice details (if different from above)

Name:							
Address:							
Town:				County:			
Postcode:				Country:			

(Invoices for payment will be posted when the course is confirmed)

3. Booking

I would like to book my place on the following course.							
						Date:	<input type="text"/>
Special needs:							
Special dietary needs:							

(Lunch on the course date(s) is included in the course price)

4. Course prices and B&B (Please tick ONE option.)

5 days	<input type="checkbox"/>	£930 including B&B for 4 nights	<input type="checkbox"/>	£750 without B&B
3 days	<input type="checkbox"/>	£540 including B&B for 2 nights	<input type="checkbox"/>	£450 without B&B
2 days	<input type="checkbox"/>	£345 including B&B for 1 night	<input type="checkbox"/>	£300 without B&B
1 day	<input type="checkbox"/>	£150		

(Please note that accommodation is not en-suite)

PTO

5. More information

<input type="checkbox"/>	I have attended the following BHI course(s):		
On a scale of 1 (none) to 5 (expert) my knowledge and experience of:			
<input type="checkbox"/>	Practical horology	<input type="checkbox"/>	Practical clockmaking and repair
<input type="checkbox"/>		<input type="checkbox"/>	Practical watchmaking and repair
My experience in operating workshop machine tools is:			
My knowledge and experience of this course subject is:			
I expect to achieve from this course:			
Please note that the British Horological Institute reserves the right to refuse bookings. Courses may change subject to demand. We cannot guarantee that a particular tutor will be teaching the course.			

How did you hear about the courses?

6. Payment

Please select, tick and complete where needed one of the payment options below.

<input type="checkbox"/>	I enclose a cheque for the deposit in UK £ sterling made payable to 'BHI Ltd'
<input type="checkbox"/>	I paid the deposit by bank transfer on (date): <input type="text"/> into the BHI bank account Account Number: 97129380, Sort Code: 60-20-15, IBAN GB18 NWBK60201597129380, BIC NWBK GB2L, NatWest, 9 Church Street, Southwell NG25 0HW, United Kingdom. Please state your name and course on your transfer.
<input type="checkbox"/>	I wish to pay the deposit by debit card (We will email you a link so that you can pay online)
<input type="checkbox"/>	I wish to pay the deposit by credit card and I agree to allow you to add 3% credit card surcharge (We will email you a link so that you can pay online)

7. Terms and Conditions - IMPORTANT PLEASE READ

- Places on all BHI Short courses can be reserved with a £100, non-refundable deposit.
- The balance payment must be received within 14 days of the start of the course. Failure to do so, may result in any spaces being given to others who are prepared to make full payment, the £100 deposit will not be refunded.
- All cancellations will lose the £100 deposit without exception even if wishing to transfer to an alternative date.
- Cancellations within 7 days of the course will forfeit the entire course fee.

Please make sure you have read and understood these terms and conditions prior to booking, as no allowances will be made.

I have read and understood the BHI Short course Terms and Conditions.

Signature:

Date: