



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:	<input type="text"/>		
Special dietary needs:	<input type="text"/>		

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

#### Examination Practice 'D' Courses

5 days	<input type="checkbox"/>	£930 (+4 nights B&B)	<input type="checkbox"/>	£750 no B&B	5 days	<input type="checkbox"/>	£1105 (+4 nights B&B)	<input type="checkbox"/>	£925 no B&B
3 days	<input type="checkbox"/>	£540 (+2 nights B&B)	<input type="checkbox"/>	£450 no B&B	4 days	<input type="checkbox"/>	£875 (+3 nights B&B)	<input type="checkbox"/>	£740 no B&B
2 days	<input type="checkbox"/>	£345 (+1 night B&B)	<input type="checkbox"/>	£300 no B&B	3 days	<input type="checkbox"/>	£645 (+2 night B&B)	<input type="checkbox"/>	£555 no B&B
1 day	<input type="checkbox"/>	£150			2 days	<input type="checkbox"/>	£415 (+1 night B&B)	<input type="checkbox"/>	£370 no B&B

<input type="checkbox"/>	Please note that accomodation is not en-suite, apart from 1 room which is provided on a first come first served basis at an additional cost of £20 per night. Please tick here if you would like to be contacted about the availability of the en-suite room.
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Lunch on the course date(s) is NOT included in the course price. Purchases can be made at the on-site Clock House Cafe, The Cross Keys pub (Wednesday–Sunday), local shops in Southwell (by car), or you may bring your own provisions. There is a small fridge on-site as well as a toaster and microwave.

PTO

## 5. More information

I have attended the following BHI course(s):

On a scale of 1 (none) to 5 (expert) my knowledge and experience of:

Practical horology     Practical clockmaking and repair     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

### Preferred Payment Methods

I paid the total by bank transfer on (date):  into the BHI bank account  
 NatWest Bank, Account Number: 97129380, Sort Code: 60-20-15, IBAN GB18 NWBK60201597129380, BIC NWBK GB2L  
**Please state your Membership Number and Surname on your transfer**

I wish to pay by card.  
**(Debit and credit cards accepted. We will email you a link so that you can pay online)**

### Alternative Payment Methods

I enclose a cheque for the total in UK £ sterling made payable to 'BHI Ltd'

## 7. Terms and Conditions - IMPORTANT PLEASE READ

1. Places on all BHI Short courses can be reserved with a £100, non-refundable deposit.
2. 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.
3. All cancellations will lose the £100 deposit without exception even if wishing to transfer to an alternative date.
4. 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 above BHI Short Course Terms and Conditions.**

Signature:

Date: