



**Contact Details:** Membership, Short Courses & Promotions: Zanna Perry • Email: zanna@bhi.co.uk • Tel: +44(0)1636 817603  
Address: BHI, Upton Hall, Newark, Notts. NG23 5TE, UK

**Please complete the information below and return this form to the BHI (see contact details above).**

Please include payment of £200 (payment options overleaf) as your deposit to make sure you get a place. Please note that the £200 booking fee is non-refundable.

**Personal Details**

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

**Invoice details (if different from above)**

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

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

**Booking - I would like to book my place on the following course:**

Course Title:		Date:	
Special needs:			
Special dietary needs:			

**Course prices and B&B**

<input type="checkbox"/> 5 days (£900)	<input type="checkbox"/> 5 days incl. 4 nights B&B (£1080)	<input type="checkbox"/> 5 days incl. 4 nights, room only (£1052)
<input type="checkbox"/> 4 days (£720)	<input type="checkbox"/> 4 days incl. 3 nights B&B (£855)	<input type="checkbox"/> 4 days incl. 3 nights, room only (£834)
<input type="checkbox"/> 3 days (£540)	<input type="checkbox"/> 3 days incl. 2 nights B&B (£720)	<input type="checkbox"/> 3 days incl. 2 nights, room only (£706)
<input type="checkbox"/> 2 days (£360)	<input type="checkbox"/> 2 days incl. 1 night B&B (£405)	<input type="checkbox"/> 2 days incl. 1 night, room only (£398)
<input type="checkbox"/> 1 day (£180)		
<input type="checkbox"/> Introduction to Clocks or Watches, includes lunch (£99)		
<input type="checkbox"/> Build Your Own Watch, 2 days, includes 1 night B&B (£975)		
<input type="checkbox"/> Build Your Own Clock, 5 days (£975)	<input type="checkbox"/> 5 days incl. 4 nights B&B (£1155)	<input type="checkbox"/> 5 days incl. 4 nights, room only (£1127)

**Accommodation Details**

<input type="checkbox"/>	Please note that accommodation is not en-suite, apart from one room which is provided on a first come first served basis at an additional cost of £20 per night. 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 (unless stated above). Purchases can be made at the on-site Clock House Cafe, 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.

# Short Course Booking Form

## 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"/>	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.			

## Payment

<input type="checkbox"/>	I paid the total by bank transfer on (date): <input type="text"/> into the BHI bank account NatWest Bank, Account Number: 97129380, Sort Code: 60-20-15, IBAN GB18 NWBK60201597129380, BIC NWBK GB2L <b>Please state your Membership Number and Surname on your transfer</b>
<input type="checkbox"/>	I wish to pay by card. <b>(Debit and credit cards accepted. We will email you a link so that you can pay online)</b>

Are you studying the Distance Learning Course?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Technician <input type="checkbox"/>	or	Int/Final Grade <input type="checkbox"/>
Are you intending taking BHI Examinations?	Yes <input type="checkbox"/>	No <input type="checkbox"/>			
How did you hear about the courses?					

## Terms and Conditions - IMPORTANT PLEASE READ

1. Places on all BHI Short courses can be reserved with a £200, 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 £200 deposit will not be refunded.  
 3. All cancellations will lose the £200 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:	
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