

## WORKSHOP BOOKING FORM

### Your Details

Forename/s: ..... Surname: .....

Address: .....

Postcode: ..... Telephone No: .....

Email: .....

### Workshop Details

Workshop Title: .....

Workshop date/s: ..... Workshop cost: .....

If you can help on the day (opening up, tea making etc), please tick the box

### Important Information & Payment

Please note:

- You need to be a member of Oxfordshire Basketmakers in order to participate in our workshops. Please go to [www.oxfordshirebasketmakers.com](http://www.oxfordshirebasketmakers.com) where you can download a Subscription Form.
- Please email Lorraine Gilmore ([lorrainegilmore@hotmail.com](mailto:lorrainegilmore@hotmail.com)) to book a place. If possible, please attach a completed Workshop Booking form to the email. If not, post it to Lorraine at 5 Cedar Way, Berkhamsted, Herts HP4 2LD.
- If you do not have email, please call Lorraine on 07720 243164 to book your place then post the Workshop Booking form to the above address. Please enclose a SAE so we can send you the workshop details.
- Once we have reached the required number of participants, we will confirm that the workshop will run to each successful member by email or telephone.
- Payment for the workshop will be required within 5 days of confirmation by bank transfer (UK only) or by cheque. If payment is not received within 5 days, we will offer the place to the next OB member on the wait list.
- Further details will be emailed approximately two weeks before the course date
- If you cancel, full payment minus £10 administration cost will be refunded, but only if someone can be found to take your place

#### Payment:

- **Bank transfer (UK only):** Account number 11967760, Sort code 77-23-01, Account name Oxfordshire Basketmakers. Ensure the Reference includes your surname and first name.
- **Cheque:** Cheques should be made payable to Oxfordshire Basketmakers and posted to Lorraine at the above address. Cheques will not be cashed until we know the workshop is viable.

### Data Protection

We will use the above information to carry out our obligations to you in respect of your booking with us and to notify you about any changes to the workshop.

For details of how we collect and use your information please refer to our Privacy Notice:

<http://www.oxfordshirebasketmakers.com/join.html>

### Signature

Signed: .....

Date: .....