

Registration Form



GREENWOOD EVENTS

Event			
Venue			
Date		Time	
Name			
Address (inc. postcode)			
Telephone/Mobile			
Email			
I am a:	Student <input type="checkbox"/> Counsellor <input type="checkbox"/> Accredited Counsellor <input type="checkbox"/> Other		
Which counselling centre do you operate from?			
How did you hear about Greenwood Events?			
Do you have any accessibility requirements?	Yes <input type="checkbox"/> No <input type="checkbox"/>		
Do you have any special dietary requirements?			
Include me in the Greenwood Events Mailing List?	Yes <input type="checkbox"/> No <input type="checkbox"/>		

I understand that the following charge applies and that a place is not guaranteed until payment has been received.

--

Signed (note: an electronic signature is fine) _____		Date _____
--	--	------------

Payment Options	Online at	Cheque made payable to Greenwood Events posted to 3 Marguerite Place, Milton of Campsie, Glasgow G66 8JX	BACS to Greenwood Events, A/C No 78907478 Sort Code 09 01 27
------------------------	-----------	---	---

Terms and Conditions I confirm that I have read and understood the Terms and Conditions. Yes

Cancellation Charges will Apply – Cancellations must be received in writing and the following conditions apply: 4 weeks prior to the event – 100% refund. 2-3 weeks prior to the event – 50% of fee applies. Less than 2 weeks prior to the event – 100% of fee applies. Whether an event goes ahead or not is entirely dependent on the numbers, and if the minimum number necessary to make it viable is not achieved, it will not go ahead, and a full refund will be given.

Payment Terms - Payment must be made prior to the day of the event. Where payment has not been made by the time of the event, the place will be cancelled but the full booking fee will remain due. A space is not secured until full payment has been received.

Non-Attendance - If you are unable to attend, you may send a substitute at no extra cost. In the event of non-attendance, and payment not made in advance, the full booking fee will remain due.

Photography - Greenwood Events may arrange for photographs and/or video footage

Disclaimer: Workshops are provided by third parties. The views, opinions, positions or strategies expressed by the speakers/facilitators are theirs alone. Greenwood Events make no representations as to the accuracy, completeness, suitability, or validity of any information presented or provided before and during workshops and will not be liable for any errors, omissions, or delays in this information or any losses, injuries, or damages arising from its use.

to be taken at events and used for promotional purposes. This may include printed documents or media, editorial coverage, advertising press and use on the internet. Delegates who do not wish for their image to be used in this manner must notify us in writing prior to the event.

Data Protection - By submitting registration details, delegates agree to allow Greenwood Events to contact them as required for the organisation and administration of the event, as well as notification of future events. In accordance with the General Data Protection Regulation (GDPR), your personal details will not be retained for any other purpose, nor will they be shared with any other organisation.

Events Beyond our Control - If the event is cancelled due to circumstances beyond our control, the delegate may transfer the booking to another event or have the full cost of the place refunded. However, Greenwood Events will not be liable for any other costs incurred by delegates.