

## MILLPOND SLEEP WORKSHOP – BOOKING FORM

**DATE OF WORKSHOP:** .....

*Please read the booking Terms & Conditions before completing and emailing this form to:  
[training@millpondsleepclinic.com](mailto:training@millpondsleepclinic.com).*

<b>Your Details</b>	
Forename	
Surname	
Job Title / Position	
Organisation	
E-mail Address	
Telephone Numbers	Work
	Home / Mobile
Where did you hear about the workshop?	
<b>Payment Details – Employer funding</b>	
Name of Employer funding delegate	
Name and contact details of Line Manager or Training Co-ordinator	
<b>Address to send invoice</b>	Finance Address:
<b>IN-LINE WITH RECENT NHS FINANCIAL CONTROLS WE CANNOT ACCEPT ANY BOOKINGS WITHOUT A PURCHASE ORDER NUMBER</b>	
<b>Purchase Order Number</b>	
£20 administration fee is applied to every invoice	
<b>PLEASE NOTE:</b> Millpond is not a VAT registered company, so any purchase order raised should be for the net figure only	
<b>Payment Details – Self funding</b>	
Method of payment: Debit card or cheque	
<b>Debit Card Details</b>	
Please telephone the Millpond office on 020 8444 0040 with your card details	
<b>Personal Cheque</b>	
Please make your cheque payable to 'Millpond Training Ltd' and return to: 12, Sutton Road, London, N10 1HE	
<b>Booking Terms and Conditions</b>	
I have read and accept the booking terms and conditions – see below.	Date:

12, Sutton Road, Muswell Hill, London, N10 1HE  
Tel: 020 8444 0040

E-Mail: [training@millpondsleepclinic.com](mailto:training@millpondsleepclinic.com) or visit [www.millpondsleepclinic.com](http://www.millpondsleepclinic.com)

## Terms and Conditions for Millpond Workshop Bookings

### 1. Booking and Confirmation

1. Millpond can only accept bookings accompanied by a guarantee of payment. This can be in the form of a cheque, debit or credit card details. Postal or fax bookings must be accompanied by a signature and method of payment.
2. Millpond cannot accept bookings by telephone or "provisional" bookings.
3. Submission of a booking form indicates the participant agrees to the terms and conditions set out and will be charged the appropriate workshop fee.
4. Once guarantee of payment is received, Millpond will endeavour to confirm bookings within three working days. This is dependent on the accuracy of information submitted in the booking form by the participant. Should no confirmation be received within this time it is the responsibility of the participant to contact Millpond administration.
5. Details will be sent out prior to the workshop by email, post or fax. Participants submitting late bookings (less than one week in advance) must contact Millpond administration if no instructions are received within two working days of the workshop.
6. Where there is over-subscription for a workshop, the order in which bookings are received shall determine their priority (first come, first served basis).
7. Millpond reserves the right to refuse the booking of a participant.

### 2. Location and Start date/time

1. All workshops commence on the date and time, and at the location specified in the joining instructions.
2. Whilst joining instructions will include details about the location of the workshop, it is not possible to provide information about parking or overnight accommodation.

### 3. Workshop Content and Prerequisites

1. The topics covered in a workshop will be as detailed on the Millpond web site. Participants should ensure that the content is appropriate before booking.
2. Millpond reserve the right to add, alter or remove workshop content without giving prior notice, provided the materials used still meet the advertised description for that workshop.

### 4. Rescheduling or Cancellation by Millpond

1. Where a workshop is under-subscribed, Millpond reserves the right to change or cancel such a workshop. In the unlikely event of this happening, or workshop cancellation through other unforeseen circumstances (e.g. illness) participants will be informed as soon as possible and offered an alternative workshop place or full refund.
2. In the event of cancellation of a workshop, Millpond can not be held responsible for non-refundable costs incurred such as travel and accommodation.

### 5. Pricing and Invoicing

1. The fee for a place on a workshop is payable in pounds Sterling. Fees include course materials, "Teach Your Child to Sleep" book, lunch, morning coffee and afternoon tea.
2. The full fee shall be payable at the time that you apply to register for a Workshop.

### 6. Cancellation, Transfer and Failure to Attend

1. Once a booking form has been submitted, any cancellation leaving an unfilled place (including non-attendance) will incur the full workshop charge.

### 7. Copyright

1. All notes and handout materials developed by Millpond for workshop participants are protected by copyright. They may not be reproduced wholly or in part without prior consent from Millpond.

### 8. Responsibilities

1. Participants bringing along valuables and personal property do so at their own risk and are responsible for their safety. Millpond cannot be held liable for loss or damage to personal items.
2. All travel and accommodation arrangements are the responsibility of participants. Workshop staff cannot facilitate local transport or other arrangements.

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