Swanwick
The Writers' Summer School

FOR OFFICE USE

BOOKING FORM 2019

Or simply book online at: www.swanwickwritersschool.org.uk/pay-online

Please read the accompanying information and guidelines carefully before completing this form.

DELEGATE INFORMATION *(where options are given, please circle, underline or highlight your choice)*	
Name:	
Address:	
	Postcode:
Telephone:	**Email**:
You must be at least **18 years old** to attend. Please tick the box to confirm that you will be 18 or over at the start of the Summer School. ☐	Is this your **first year?** **YES** **NO** If **YES**, how did you hear about us? Advert (Where?) Online Search (Search Engine?) From a Friend (Name):
Do you have a **medical condition?** **YES** **NO** **If YES, please give full details** (add a separate sheet if necessary)**.** *Medical conditions include, physical disability, cognitive or sensory impairment, mental health needs, long-term illness/condition or if you are in need of care and support.* *A limited number of specially adapted, wheelchair accessible rooms are available in Lakeside and Lakeside Plus. Please contact the Secretary for more details prior to your booking.*	
Please provide an **Emergency Contact** – name, landline and/or mobile number.	
If you require a **Special Diet** or have any food allergies, please give details, *e.g. Gluten Free, Vegan, Nut allergy, etc.*	

FULL TIME ACCOMMODATION *(prices are per person)*	
Lakeside Plus En-suite Accommodation (6 nights) **£630** *Rooms are on the ground and first floor, access via lift and stairs*	**£**
Lakeside En-suite Accommodation (6 nights) **£585** *Access via lift and stairs to all three levels. Level access rooms available.*	**£**
Main House En-suite Accommodation (6 nights) **£585** *Access via stairs only - Main house rooms are not suitable for the mobility impaired.*	**£**
Main House Economy Accommodation (6 nights) **£485** *Access via stairs only – Main House rooms are not suitable for the mobility impaired.*	**£**

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PART-TIME ACCOMMODATION *(*from 1st June only & subject to room availability – see T&Cs)*	
£135 per day (£90 Saturday from 4pm) **Rates are the same for all areas, from 9.00am on the day of arrival, up to and including breakfast the following morning.* **For part-time bookings, please contact the Treasurer (see below for contact details)**	
SHARING	
If you have arranged to **share** a room with a friend or partner, please state their name and preference for double or twin.	
DAY VISITOR	
£95 per day (£50 on Saturday) *Includes all meals and events from 9.00am-11.00pm (4.00pm on Saturday). For half days on any day at £50, contact Treasurer before booking.* Saturday Sunday Monday Tuesday Wednesday Thursday	**£**
ADDITIONAL PAYMENTS	
1:1 Specialist Sessions @ £25 each - *please indicate your choice(s)* ~~Simon Hall (Crime & Thriller Novels)~~ Tarja Moles (Non-Fiction Writing/Publication) ~~Bridget Holding (All Genres)~~ ~~Ingrid Jendrzejewski (Competition Entries & Flash Fiction)~~ Elizabeth Hopkinson (Short Stories) Malcolm Chisholm (Self Publishing) ~~Della Galton (Short Stories)~~ Alison Chisholm (Poetry) ~~Steve Hartley (Children's Stories)~~ ~~Paul Dodgson (Radio/Theatre Plays & Prose Life Writing)~~ ~~Fran Tracey (Short Stories)~~ Bettina von Cossel (All Genres) ~~John Lamont (Succeed on Purpose)~~	**£**
Return Coach Travel between Derby Midland Station and The Hayes @ **£12.50** *(non-refundable). 3.45pm from Derby Midland to The Hayes on Saturday 10th August, returning 9.15am on Friday 16th August.*	**£**
VOUCHERS: If you are redeeming a Gift Voucher, please state the amount in the box, deduct from Total and add the voucher number **here**:	**-£**
DONATIONS: If you wish to add a donation, please indicate the purpose of your donation, i.e. Friends of Swanwick, general, etc., **here**:	**£**
TOTAL COST	**£**

PAYMENT INFORMATION
Full payment by 30th June. Special instalment payment arrangements are at the Treasurer's discretion.

I wish to pay in **FULL** or in **2 / 3 / 4 / 5 INSTALMENTS** *(please indicate which)* by

Cheque Bank Transfer Standing Order

£ 1st	DATE	£ 2nd	DATE	£ 3rd	DATE	£ 4th	DATE	£ 5th	DATE

Send **cheque instalments** together, dated as above and payable to ***The Writers' Summer School***. Confirmation will be by email unless you enclose an S.A.E. Post to: **Lesley Deschner, 103, Jean Armour Drive, Mauchline, Ayrshire, KA5 6DP**, or email: treasurer@swanwickwritersschool.org.uk

For **Bank Transfers** and **Standing Orders** please quote **YOUR NAME 2019** on all payments *(please post or email booking form to Treasurer).* Telephone 01290 552 248 *(please leave a message).*

A/C name: Writers Summer School, CAF Bank Ltd., Sort Code: 40-52-40, Account Number: 00026563.

I have read and agree the **Terms & Conditions** ☐

Signature:	Date: