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## BOOKING FORM 2020

Or simply book online at: [www.swanwickwritersschool.org.uk/pay-online](http://www.swanwickwritersschool.org.uk/pay-online)

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

<b>DELEGATE INFORMATION</b> <i>Where options are given, please circle, underline or highlight your choice.</i>		
<b>Name:</b> (legal name)		
<b>Badge Name:</b> (preferred or pen name)		
<b>Address:</b>		
		<b>Postcode:</b>
<b>Email:</b>	<b>Telephone:</b>	
You must be <b>18 or over</b> to attend. Please tick the box to confirm that you will be 18 or over at the start of the Summer School. <input type="checkbox"/>	Is this your <b>first year?</b> <b>YES</b> <b>NO</b> If <b>YES</b> , how did you hear about us?	
Do you have a <b>medical condition?</b> <b>If YES, please give full details</b> (add a separate sheet if necessary). <i>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.</i>	<b>YES</b>	<b>NO</b>
<i>Specially adapted, wheelchair accessible rooms are limited and available in Lakeside and Lakeside Plus. Please contact the Secretary for more details prior to your booking.</i>		
Please provide an <b>Emergency Contact</b> – name, landline and/or mobile number.		
If you require a <b>Special Diet</b> or have any food allergies, please give details (add a separate sheet if necessary), <i>e.g. Gluten Free, Vegan, Nut allergy, etc.</i>		
<b>FULL TIME ACCOMMODATION</b> <i>Prices are per person for 6 nights.</i>		
<b><u>Lakeside Plus En-suite Accommodation</u></b> <i>Rooms are on the ground and first floor, access via lift and stairs</i>	<b>£640</b>	<b>£</b>
<b><u>Lakeside En-suite Accommodation</u></b> <i>Access via lift and stairs to all three levels. Level access rooms available.</i>	<b>£595</b>	<b>£</b>
<b><u>Main House En-suite Accommodation</u></b> <i>Access via stairs only, Main House rooms are not suitable for the mobility impaired.</i>	<b>£595</b>	<b>£</b>
<b><u>Main House Economy Accommodation</u></b> (single) <i>Access via stairs only, Main House rooms are not suitable for the mobility impaired.</i>	<b>£495</b>	<b>£</b>

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### PART-TIME ACCOMMODATION

**From 1<sup>st</sup> June only & subject to room availability – see T&Cs**

**£135 per day (£90 Saturday from 4pm)** Prices are all-inclusive and the same for all accommodation 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, twin or triple, as appropriate - **not available in Main House Economy.**

### 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	<b>£</b>

### ADDITIONAL PAYMENTS

**1:1 Specialist Sessions @ £25 each** – see website for all available options before choosing. Please indicate your choice(s) below and place the total in the box on the right. One session per tutor per person, please. Additional sessions subject to availability after June 30<sup>th</sup>.

**£**

Tutor name

Tutor name

Tutor name

Tutor name

**Return Coach Travel** between Derby Midland Station and The Hayes @ **£12.50** (non-refundable). 3.45pm from Derby Midland to The Hayes on Saturday 8<sup>th</sup> August, returning 9.15am on Friday 14<sup>th</sup> 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 30<sup>th</sup> June. Up to 5 instalments from February.**

#### FULL PAYMENT

←Please choose→

#### 2 / 3 / 4 / 5 INSTALMENTS

Cheque

Bank Transfer

Standing Order

PayByLink

£ 1st

DATE

£ 2nd

DATE

£ 3rd

DATE

£ 4th

DATE

£ 5th

DATE

Send **cheque instalments** together, payable to **The Writers' Summer School**, 1<sup>st</sup> dated same as form, the rest on same day each following month. Email confirmation unless you enclose an S.A.E.

Post to **Lesley Deschner, 103, Jean Armour Drive, Mauchline, Ayrshire, KA5 6DP**, or email to [treasurer@swanwickwritersschool.org.uk](mailto:treasurer@swanwickwritersschool.org.uk). Telephone 01290 552 248 (please leave a message).

For **Bank Transfers** and **Standing Orders**, quote **YOUR NAME 2020** on all payments. A/C name, **Writers Summer School**, CAF Bank Ltd., Sort Code: **40-52-40**, Account Number: **00026563**. Payment dates the same as for cheques.

I have read and agree the [Terms & Conditions](#)

Signature:

Date: