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## BOOKING FORM 2022

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

Read the accompanying information and guidelines carefully before completing this form. In Word, the form is armed with an "Active X" facility so if completing it onscreen you only need to click or tap the box to activate it and acknowledge the question. This won't work in PDF without an editing app.

### DELEGATE INFORMATION

*Where options are given, please circle, underline or highlight your choice.*

<b>Name:</b>	
<b>Badge Name:</b> <i>(pen/preferred)</i>	
<b>Preferred Pronouns:</b> <i>(if you wish them to appear on your badge)</i>	
<b>Address:</b>	
	<b>Postcode:</b>
<b>Email:</b>	<b>Telephone:</b>
You must be <b>18 or over</b> to attend. Please click 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>YES</b> <b>NO</b> <b>If YES, please give full details - attach a separate sheet if necessary.</b> <i>Medical conditions include any allergy potentially requiring medical attention, physical disability, cognitive or sensory impairment, mental health needs, long-term illness/condition or if you are in need of care and support.</i>	
<i>Specially adapted, wheelchair accessible rooms are limited and available in Lakeside and Lakeside Plus but are subject to availability. 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>	

### FULL TIME ACCOMMODATION

*Prices are per person for 6 nights.*

<b><u>Lakeside Plus En-suite Accommodation</u></b>	<b>£700</b>	<b>£</b>
<i>Rooms are on the ground and first floor, access via lift and stairs</i>		
<b><u>Lakeside En-suite Accommodation</u></b>	<b>£655</b>	<b>£</b>
<i>Access via lift and stairs to all three levels. Level access rooms available.</i>		
<b><u>Main House En-suite Accommodation</u></b>	<b>£655</b>	<b>£</b>
<i>Access via stairs only, Main House rooms are not suitable for the mobility impaired.</i>		



### PART-TIME ACCOMMODATION

**From 1<sup>st</sup> June only & subject to room availability – see T&Cs. Please contact the Treasurer - see below for contact details.**

**£145 per day/night (£100 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.

### SPECIAL ROOM REQUIREMENTS/REQUESTS/SHARING

Rooms are allocated on a first come, first served basis, except for specially adapted rooms which are allocated according to need. To share with another delegate, please arrange with them before booking and state their name and room choice (double/twin) below.

### DAY/HALF-DAY VISITOR

**£105 per day (£60 on Saturday)** Includes all meals and events from 9.00am-11.00pm (4.00pm on Saturday). For half days on any day at £60, contact Treasurer before booking.

Saturday      Sunday      Monday      Tuesday      Wednesday      Thursday

£

### ADDITIONAL PAYMENTS

**1:1 Specialist Sessions @ £30 each** – see website for all available options before choosing. Indicate your choice(s) below and place total in the box on the right. One session per tutor per person - 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 @ **£15.00** (non-refundable). 3.45pm from Derby Midland to The Hayes on Saturday 13<sup>th</sup> August, returning 9.15am on Friday 19<sup>th</sup> August. Can be booked separately.

£

**VOUCHERS/CONCESSIONS:** Deduct the value from the Total and state the voucher number or type of deduction here:

-£

**DONATIONS:** Please indicate the purpose of your donation, i.e. Friends of Swanwick, general, etc., here:

£

**TOTAL COST** (please calculate the balance you have to pay after any deductions)

£

### PAYMENT INFORMATION

**Full payment by 30<sup>th</sup> June. Up to 5 instalments from February.**

<b>FULL PAYMENT</b>	←Please choose→	<b>2 / 3 / 4 / 5</b>	<b>INSTALMENTS</b>
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** on all payments so I can identify the source. **A/C name, Writers Summer School, CAF Bank Ltd., Sort Code: 40-52-40, Account Number: 00026563**. Payment dates are the same as for cheques. \***PayByLink** – Contact Treasurer.

I have read and agree the [Terms & Conditions](#) (inc. Cancellation Policy & Insurance)

Signature:

Date: