

YORKSHIRE LOCAL COUNCILS ASSOCIATIONS ONE-DAY CONFERENCE Friday, 28 September 2018 BOOKING FORM

Parish/Town/Village/Community Council/Meeting.....

Clerk

Address

.....

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Telephone E-mail

The conference cost is £115 per person. The cost for smaller councils that can claim a bursary is £86.25 per person.

Bursary for smaller councils

To encourage councillors and clerks from smaller councils to access training, it is YLCA policy that a bursary of a 25% reduction in the conference fee will be given to authorities with a gross income of less than £5,000 per annum.

If your Parish Council/Meeting is eligible for a 25% discount in the course fees please tick here

Please book place/places for the conference.

Please list delegates' names and mobile numbers (this is needed in case of an emergency) below and indicate those with a disability, dietary or any special needs where appropriate:

Delegate name Mobile No

Delegate name Mobile No

Delegate name Mobile No

Please record any special needs here and indicate which councillor(s) this is for:

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Please note that a completed booking form must be returned to us (post or e-mail). Once this is received we will confirm the booking and raise an invoice for the total conference cost.

Signed..... (Clerk).

Bookings with payment for this event must reach YLCA fourteen days before the date of the event. Please send to: Yorkshire Local Councils Associations, York House, Outgang Lane, Osbaldwick, YORK, YO19 5UP. Email: admin@yorkshirelca.gov.uk

Full details for delegates will be sent to the Clerk, seven days prior to the event.

The YLCA cancellation and refund policy can be found below:

YLCA Cancellation and Refund Policy

1. Conference and event brochures and booking forms will normally and where possible, be sent to member councils at least twelve weeks before the closing date for major events and at least six weeks before the closing date for other events (major events include the YLCA Annual Conference and any larger one-day conferences; other events include one day, half day or evening seminars).
2. Where full information on conference speakers and content cannot be given with the brochure and booking form, it will be made available when possible through White Rose Update, additional flyers in YLCA mailings and the YLCA website and YLCA e-mail communications to members.
3. Closing dates for events will depend upon the amount of notice required by the venue. Closing dates will be set as the minimum notice of final numbers required by the venue plus three clear working days.
4. To assist in compliance with the Equality Act 2010, booking information will include a request for information on any disabilities the conference or seminar delegates may have and for sufficient information to assess whether special measures need to be taken to facilitate those delegates attending the event.
5. Booking forms shall clearly indicate that full payment must be received by YLCA not later than the given closing date.
6. Cancellation notifications shall be made 10 days in advance of a conference or event to qualify for a full refund with exceptions to be granted at the discretion of the Chief Officer in cases of emergency and that in the first instance those cancelling be offered the chance to transfer their booking to another event.
7. Cancellations notified after the closing date for bookings will not normally be eligible for any refund. Where there is a reserve list of delegates wishing to attend and a substitute can be found, then a refund may be given, less an administrative charge. That administrative charge shall be £10 or 10% of the conference fee, whichever is the greater.
8. Once a closing date for bookings has passed, a reserve list will be maintained for anyone wishing to attend, but who is unable to complete the booking process in time. In the event of a delegate cancelling their conference or event place, that place will be offered to those councils/persons on the reserve list in the order in which their request for places was received, provided that YLCA has not incurred any unrecoverable costs related to the booking.
9. Attendance at YLCA events by persons for whom no booking has been made, or in respect of whom full payment has not been received, will not be permitted.
10. Where a delegate with a disability attending a YLCA event is unable to participate fully in that event due to their disability, then a refund of their fee shall be considered at the discretion of the Chief Officer.