



# Nottinghamshire Association of Local Councils

(Affiliated to the National Association of Local Councils)

The Minster Chambers, Southwell, Notts NG25 0HD

[www.nottsalc.org.uk](http://www.nottsalc.org.uk)

County Secretary: Tanya Grimes

Email: [office@nottsalc.org.uk](mailto:office@nottsalc.org.uk)

Tel: 01636816890

## Event Booking Form

..... Parish/Town Council wishes to reserve

one place for the following event:

**Name of Event: Report Writing Course**

**Wednesday 27 October 1 pm to 3 pm via Zoom**

Names and email addresses of those attending:

1. ....

Amount payable: £40.00 Non members £100

*(Please check the notice of the event for the correct sum)*

**Please make a BACs payment to Account Number: 20395119 & Sort Code: 60-83-01 identifying the event and council in the reference or enclose a cheque and return the completed booking form by the date given on the notice of the event to:**

**Julie Zemontas, Notts ALC, Minster Chambers, Church Street, Southwell, Notts, NG25 0HD or [office@nottsalc.org.uk](mailto:office@nottsalc.org.uk)**

**Confirmation of a place will then be sent by email to those attending**

*As our courses are popular booking will only be accepted with payment strictly in advance and on a first come first served basis. Payment must be received by the closing date and if not received Notts ALC has the right to offer the place to another council member. If it is a cheque payment please let us know when cheque has been posted so we are aware payment is imminent.*

*Relevant course material and the Zoom invitation will be sent out to the Clerk unless the participant's email address is provided above. If you have had no contact from the office two days before the event please contact the office immediately. Cancellation after the closing date and any non-attendance on the day of training will forfeit the course fee.*