**Booking Form**

Please email your completed booking form to [annette.hill@ne-derbyshire.gov.uk](mailto:annette.hill@ne-derbyshire.gov.uk). For any event enquiries, telephone Annette Hill on 01246 217831.

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| **Event Details** | |
| **Event Name** | Urban Design –It’s not Just for Cities |
| **Event Date** | 30 September 2016 |
| **Location** | North East Derbyshire District Council  DCO Offices, 2013 Mill Lane  Wingerworth, Chesterfield S42 6NG |
| **Price of Event** | £75.00 |

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| **Delegate Details** | | |
|  | Delegate 1 | Delegate 2 |
| **Delegate Name** |  |  |
| **Job Title** |  |  |
| **Email** |  |  |
| **Telephone No** |  |  |
| **Special Requirements (Dietary and/or Access)** |  |  |

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| --- | --- |
| **Nominated Organisation Contact** | |
| **Organisation** |  |
| **Contact** |  |
| **Position** |  |
| **Telephone No** |  |
| **Email** |  |

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| **PAYMENT ARRANGEMENTS**  **Bankers’ Automated Clearing Services (BACS)**  When paying by BACS please quote ref **B2469231** and send your remittance to the accounts department at:  North East Derbyshire District Council  DCO, 2013 Mill Lane  Wingerworth  Chesterfield  S42 6NG  ***Our bank details:*** Bank Lloyds Bank  Sort Code 30-80-12  Account Number 10736668 |

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| **TERMS AND CONDITIONS OF BOOKING**  Cancellations must be emailed to [annette.hill@ne-derbyshire.gov.uk](mailto:annette.hill@ne-derbyshire.gov.uk). Although no refund will be offered, we will gladly accept a substitute at any stage by contacting Annette Hill.    All fees paid and places taken are inclusive of material, lunch and refreshments.  Please note overnight accommodation is not included in the fee; neither can we book accommodation for delegates.   **NOMINATED CONTACTS:** For liaison purposes, each organisation must nominate a main contact who will be responsible for receiving and distributing information and materials and informing Annette Hill of any delegate substitutes. |