**Booking Form**

Please email your completed booking form to 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 CouncilDCO Offices, 2013 Mill LaneWingerworth, 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 CouncilDCO, 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. 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. |