 **West Sussex Village Halls and Community Buildings Conference 2018: Booking Form**

**Date and Time:** 9.30am to 2.00pm on Thursday 4th October 2018

**Venue:** Pulborough Village Hall, Swan View, Pulborough, RH20 2BF

**Applicant Details**

|  |  |
| --- | --- |
| Name of Village Hall or Community Building |  |
| Name of contact |  |
| Contact email |  |
| Contact phone number |  |

*Email confirmation of your booking and further details will be provided once the booking form and payment have both been received.*

**Attendee Details**

Please provide the names of **all** attendees, specifying the number of the workshop they wish to attend and any additional requirements.

|  |  |  |
| --- | --- | --- |
| Name of attendee(s) | Workshop Preference\* | Dietary or other requirements |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

Note - Workshop spaces will be allocated on a first-come, first served-basis.

\*Workshop 1 – Effectively managing relationships with other organisations

\*Workshop 2 – Quality Assurance – is your hall up to standard?

\*Workshop 3 – User experiences of booking systems

**Any Questions**

If you have a question which you wish to pose to the panel during the *Any Questions?* session, please identify it here:

|  |
| --- |
|  |

**Price(s) & Payment**

1. Subscribers to AirS Advisory Service 2017/18 - No Charge (Up to a max. of 2 attendees)
2. Non-Subscribers/Additional attendees - £18 (Inc. VAT) per attendee

Action in rural Sussex, Suites F7 to F9, Waterside Centre, North Street, Lewes, East Sussex, BN7 2PE   
**T:** (01273) 473422 **E:** [info@ruralsussex.org.uk](mailto:info@ruralsussex.org.uk)@ruralsussex[www.ruralsussex.org.uk](http://www.ruralsussex.org.uk)

Action in rural Sussex is the operating name of Sussex Rural Community Council.   
Registered office - as above  
Registered Charity No. 1035401 - Company limited guarantee No. 2907172 - VAT registration number 587494379

**Payment by BACS**

To make a payment via BACS, please use the following details:

Account Name: Sussex Rural Community Council

Bank: CAF Bank

Account Number: 00019693

Sort Code: 40-52-40

Please include the full name of the applicant (as identified above) as a reference when making payment and email the completed application form to: [villagehalls@ruralsussex.org.uk](mailto:villagehalls@ruralsussex.org.uk) including ‘Village Hall Conferences 2018’ in the subject line.

**Payment by Cheque**

Please make cheques payable to ‘Sussex Rural Community Council’ and send them with this application form to the address below.

Please return this form and paymentno later than **Friday 28th September** if you wish to attend the West Sussex conference.