

# COURSE BOOKING FORM

One form per person and per course

Please photocopy if necessary

## Are you a small organization or community group?

If you are a group or organisation who has less than £20,000 annual turnover then you are entitled to 2 FREE places on each of our courses. Please request a bursary application form. A £10 returnable deposit is required for all FREE courses which will be returned on attendance. These places are provided through Voluntary Action Leeds

<b>Course Title</b>		
<b>Date of course</b>		
<b>Name</b>		
<b>Organisation</b>		
<b>Address</b>		
<b>Contact telephone Number</b>		
<b>E-mail Address</b>		
<b>Fee payable</b> <b>Cheques payable to</b> <b>Feel Good Factor</b>	£	<b><u>Special Requirements:</u></b> Wheelchair access <input type="checkbox"/> Hearing Loop <input type="checkbox"/> Large Print <input type="checkbox"/>
<b>For Invoicing</b> <b>Name and contact</b> <b>Address for invoice</b>		

Please complete and return to:  
Feel Good Factor  
53 Louis Street, Chapeltown, Leeds LS7 4BP  
Or email to [office@fgfleeds.org](mailto:office@fgfleeds.org)

**Important:** All bookings will require payment 7 days before course date  
**Cancellations:** Please let us know as soon as possible if you cannot attend. Cancellations will only be accepted in writing (email, fax or letter).  
**Refunds:** We offer a full refund with 14 days written notice. With less than 14 days written notice you will be charged the full course fee.  
**Lunch & Refreshments:** We try to keep the cost of our courses as low as possible. We will provide drinks and light snacks. Please provide your own lunch.