

# Herts Sports Partnership Workshops & Courses

## Booking Form & Instructions

### Booking information

To book on any of the workshops and courses please use this booking form. The form should be returned via post with the correct payment; bookings can only be confirmed once both have been received. The person completing the booking form is responsible for any bookings made, including bookings on behalf of other parties. All correspondence relating to bookings will be sent to the persons whose details are provided on the booking form.

### Booking Confirmation

Once a booking form and payment has been received we will process it straight away and send a confirmation to you via e-mail. Further information regarding the venue and directions will then be sent one week prior to the workshop date.

PLEASE ENSURE THAT YOUR E-MAIL ADDRESS IS WRITTEN CLEARLY SO YOU ARE ABLE TO RECEIVE YOUR CONFIRMATION.

If you do not have access to an e-mail account please call us on 01707 281204 to request your booking confirmation via post.

### Payments

Payments for workshops and courses can ONLY be made by cheque; please ensure all cheques are made payable to the 'UNIVERSITY OF HERTFORDSHIRE'. Incorrect cheques will delay the booking process and may result in a loss of your workshop place.

### Refunds or Cancellations

If you are booked on a course and find yourself unable to attend please advise us as soon as possible. The Herts Sports Partnership will try to accommodate you by transferring you to another course. Where this is not possible a refund will be made. Closing date for bookings is 3 days prior to the workshop taking place. No refunds can be made after that date or if a candidate fails to attend.



# Registration Form

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: (Daytime) \_\_\_\_\_ (Evening) \_\_\_\_\_

E-mail Address: \_\_\_\_\_ (required for confirmation)

Sport/Club: \_\_\_\_\_

The Herts Sports Partnership is committed to sports equality in all aspects of its delivery. In order for us to monitor who takes up these opportunities we ask if you could provide the following details:

Are you a.....  Coach  Teacher  
 Club Administrator  Other  
 Sports Official \_\_\_\_\_

Age group  16-24  25-34  35-45  45+

Do you consider yourself to have a disability?  Yes  No

If yes, please specify: \_\_\_\_\_

Ethnic Origin: **White**  British  Irish  other: \_\_\_\_\_  
**Mixed**  White & Black Caribbean  White & Black African  White & Asian  White & other: \_\_\_\_\_  
**Asian or British Asian**  Indian  Pakistani  Bangladeshi  Other: \_\_\_\_\_

**Black or Black British**  Caribbean  African  Other: \_\_\_\_\_  
**Chinese or other ethnic group**  Chinese  Other: \_\_\_\_\_

Workshop & Course Information			
Title	Date	Venue	Price
TOTAL			

Please make cheques payable to the 'University of Hertfordshire'

Please tick this box if you do not wish to receive updates from the Herts Sports Partnership

If you have any special requirements in order to attend any of the workshops, or require further information, then please contact the Herts Sports Partnerships on 01707 281204 or e-mail [info@sportinherts.org.uk](mailto:info@sportinherts.org.uk)

Completed forms should be returned with payment to:  
Workshop Admin, Herts Sports Partnership, Hertfordshire Sports Village,  
de Havilland Campus, Hatfield Business Park, Hatfield, Herts, AL10 9EU

