

**BOOKING FORM**

Title of Workshop/Seminar:	<b>One Punch Education / Awareness Workshop</b>					
Date:						
Exact <b>times</b> room(s) required (please include preparation time):						
	<b>From</b>		<b>To</b>			
Number of attendees:						
Where did you hear about One Punch North East?	<input type="checkbox"/> Facebook		<input type="checkbox"/> Friend / Family			
	<input type="checkbox"/> Twitter		<input type="checkbox"/> Volunteer			
	<input type="checkbox"/> Email		<input type="checkbox"/> Other			
	<input type="checkbox"/> Leaflet		?			

<b>Contact Details</b>	
Contact Name (on the day):	
Email Address:	
Venue Address:	
Venue Postcode:	
Invoice Details: (who to Invoice)	
If possible we would like to have access to	
<input type="checkbox"/> Projector <input type="checkbox"/> Whiteboard or Projector Screen	
<input type="checkbox"/> Flipchart	

✂-----  
**Remittance Advice** (Please make cheques payable to One Punch UK United Ltd)  
 Our Bank Details Lloyds Bank Acc No. 26183260 Sort Code. 77-29-04

Company name: \_\_\_\_\_  
 Purchase order no: \_\_\_\_\_ Date of Event: \_\_\_\_\_  
 Amount enclosed: £ \_\_\_\_\_

Please return to:  
**One Punch UK**  
 9 Fieldside, Whitburn, SR6 7LA

## **NOTICE TO USERS**

All provisional bookings must be confirmed by receipt of a booking form within 7 days. Any reservations not confirmed within this time may be cancelled.

All clients must inform One Punch UK not less than seven days prior to the event of the final arrangements and details for the event along with anticipated number of people attending.

If a cancellation is made, One Punch UK United Ltd will endeavour to minimise the loss as far as possible, but may nevertheless charge a cancellation fee calculated according to the period of time between cancellation and the proposed event.

Cancellation terms are outlined below:-

- Cancellation between 1 month and 14 days prior to the event 25% loss of income
- Cancellation between 14 days and 7 days prior to the event 35% loss of income
- Cancellation less than 7 days prior to the event, 50% loss of income

One Punch UK United Ltd does not accept responsibility for injury or damage to property upon its premises arising as a result of the negligence or breach of statutory duty.