

Conference 2019 Booking Form

Please use a separate form for each person requiring a separate room. Rooms will be booked on a first come, first served basis as places are limited.

Name

Address

..... Postcode

Telephone..... Mobile..... e-mail

Are you happy for us to share your name with other attendees, if requested? YES NO

Please tick here if you would like to be on our mailing list.

We strive to keep your information secure and fulfil our obligations under the General Data Protection Regulation 2018. We keep membership records on our database to process donations, reclaim gift aid and send you relevant ministry updates. For full details email office@cmj.org.uk

First name <i>(preferred name for badge if different)</i>	Surname	Age <i>(if under 21)</i>	Room type required						Disability? <i>(yes/no)</i>	Food allergies? <i>(yes/no)</i>	First time attending? <i>(yes/no)</i>	Please tick if you are NOT happy to be included in photographs
			Single <i>(standard)</i>	Single <i>(ensuite)</i>	Double <i>(ensuite)</i>	Twin <i>(ensuite)</i>	Family <i>(ensuite)</i>	Cot required?				

Do you have young people (12-21) wishing to attend the CMJ Big House Youth Conference? YES NO *(If 'yes', please complete the separate Youth form).*

Please give more information about any **disabilities** noted above:

Name	Disability	Things we need to be aware of

Please give more information about any **food allergies/sensitivities** noted above:

Name	Food allergies / sensitivities we need to be aware of

Would you be interested in a bus to travel from London to Swanwick? YES NO

BOOKING TERMS AND CONDITIONS:

Early Bird rate of £210 ensuite and £190 standard per person – if booking made by **31st January 2019**. Thereafter the price increases to £230 ensuite and £210 standard per person. **Please note there are only single rooms available as 'Standard'**. Children 11 and under are free. Youth Conference for 12-21's only £45.

Deposits: A non-refundable deposit of £50 per person is required at the time of your booking (excluding Youth Conference). The balance of your payment is due by **30th April 2019**.

Late bookings: If you book after **30th April 2019** you will be required to pay the full balance for each person at the time of booking. We are unable to give refunds after 1st May 2019.

YOUR BOOKING PAYMENT INFORMATION:

Full cost for those on this form (*number of people x total amount payable each*): £

Deposit to be paid (£50 per person x number of people on this form): £ **(A)**

Balance to be paid by 30th April 2019 £

I would like to make a donation to the Bursary Fund for the amount of: £ **(B)**

The Bursary Fund is available to help those who would be unable to attend the conference otherwise.

TOTAL AMOUNT PAYABLE WITH THIS FORM: (*Deposits & Bursary donations*) £ **(A+B)**

Please make cheques payable to 'CMJ UK'.

CARD PAYMENT:

Card Type: Mastercard Visa Debit Card Credit card

Card Holder (*name as on card*):

Card Number (*16 figures*):

Start date:

Expiry date:

Security no.:

Issue no. if Switch card:

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Please tick here if you would like details of our monthly pre-pay scheme.

Please tick here if you would like to receive help from the Bursary Fund. **Please note:** Decisions concerning the Bursary Fund will be made by the CMJ CEO.

Please check that you have completed all the required information before returning the form with payment to the following address:

CMJ UK, Eagle Lodge, Hexgreave Hall Business Park, Farnsfield, Nottinghamshire, NG22 8LS.

For further information, please call **01623 883960** or e-mail **conference@cmj.org.uk**

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ADMIN USE ONLY

Date processed:

Amount received:

Payment type: CHQ / CASH / CC / BACS

INITIALS:

Date accommodation allocated:

Date acknowledgement letter sent:

Date final letter sent: