

## 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.

### Payments

Payments for workshops and courses can ONLY be made by cheque; please ensure all cheques are made payable to the 'WheelPower'. 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. Stoke Mandeville Institute of Sports and Education will try to accommodate you by transferring you to another course. Closing date for bookings is 7 working days prior to the workshop taking place. No refunds can be made after that date or if a candidate fails to attend.

### Accommodation

Onsite accommodation is available at the Olympic Lodge Hotel up to a 20% discount to anyone on a Stoke Mandeville Institute of Sports and Education course. To book please email [stoke.mandeville@leisureconnection.co.uk](mailto:stoke.mandeville@leisureconnection.co.uk) or visit [www.olympic-lodge.uk](http://www.olympic-lodge.uk)



# Booking Form

Name & Date of Course you wish to attend:		
Full Name:		
Address & Post Code:		
Telephone	Daytime/Mobile	Evening
E-mail Address:	(required for booking confirmation)	
Sport/Club or Organisation you represent:		
Are you a?	<input type="checkbox"/> Coach <input type="checkbox"/> Teacher <input type="checkbox"/> Club Administrator <input type="checkbox"/> Other <input type="checkbox"/> Sports Official	
Age group	<input type="checkbox"/> 1624 <input type="checkbox"/> 2534 <input type="checkbox"/> 3545 <input type="checkbox"/> 45+	
Ethnic Origin:	<input type="checkbox"/> British <input type="checkbox"/> White & Black Caribbean <input type="checkbox"/> Pakistani <input type="checkbox"/> White & Asian <input type="checkbox"/> White & Black African <input type="checkbox"/> Bangladeshi <input type="checkbox"/> Irish <input type="checkbox"/> Indian <input type="checkbox"/> Caribbean <input type="checkbox"/> African <input type="checkbox"/> Chinese <input type="checkbox"/> other	
Do you consider yourself to have a disability?	<input type="checkbox"/> Yes <input type="checkbox"/> No If yes, please specify: _____	
If you have any special requirements in order to attend any of the workshops, or require further information, then please contact SMISE on 01296 395995 or e-mail <a href="mailto:info@smise.org.uk">info@smise.org.uk</a>		
Please make cheques payable to the 'WheelPower'		

**Completed forms should be returned with payment to: SMISE, WheelPower Office, Stoke Mandeville Stadium, Guttman Road, Stoke Mandeville, Bucks, HP21 9PP.**