



Embroiderers' Guild

Eastern Region

Student Booking Form – Summer Residential School 2019

Event	2019 Summer Residential Weekend		
Date(s)	30 Aug – 1st Sep (from Friday afternoon to Sunday afternoon)		
Venue	Belsey Bridge Conference Centre, Ditchingham, Suffolk, NR35 2DZ		
Name:			
Address:			
Post Code:		EG Branch	
Home Tel:		Mobile Tel	
Email:			

Tick amount and payment method	Member	£295.00 (2 nights' accommodation and full board are included)	
	Non Member	£340.00 (2 nights' accommodation and full board are included)	
	Cheque enclosed for full amount, payable to "Embroiderers' Guild Eastern Region"		
	Cheque enclosed for £100.00 deposit, payable to "Embroiderers' Guild Eastern Region" – please send me an additional payments form. <i>(Please note - £100.00 of the deposit is non-refundable in accordance with the Regional Workshop Payment & Cancellation Policy)</i>		

Tick room preferences	Room type	Single		Double		Don't mind	
	Floor	Ground		First		Don't mind	
	Bathroom	En suite		Shared		Don't mind	

Tick the course you would like to attend	Sculptural Forms	Tutor Debbie Lyddon	
	Kantha Still Life	Tutor Libby Smith	
	Shoes	Tutor Lindsay Taylor	

Please give details of any special facilities needed or dietary requirements:			
I confirm that I have read and agree to the Regional Workshop Payment & Cancellation policy <i>(please note – this box must be ticked or the booking will be declined)</i>			
Signed		Date	

Please print out and sign, date and return the completed form, together with your cheque and send to:

Mrs Frances Overy. St Michael's Hall Farm, Wymondham Road, Bunwell, Norwich, Norfolk, NR16 1NB.
e-mail: norwichchair@embroiderersguild.co.uk

If you would like a paper copy of your receipt, additional payments form (if applicable), booking confirmation and full course details you must enclose a stamped/self-addressed envelope, information will otherwise be sent electronically.

GDPR statement

We are asking you to supply some personal information we need in order to plan and run a successful event. Your personal data will be recorded on a password-protected PC/Laptop. It may be shared in full or part between the authorised event organisers. They will not make further copies and will only retain your personal data until all the administration associated with the event is completed.

In the case of payment records, these will be processed and stored by one authorised data processor (The Treasurer or person acting a treasurer for the event) and will be retained as required by our auditors & HMRC. Retained financial information will be kept in a secure container and/or password-protected digital file. Completing this application or registration form and emailing it to the 'event organiser' or completing it in writing and adding your signature you are giving your express permission to record, process and retain your personal data. For further information please see our 'Privacy Policy' available on the Guild website at www.embroiderersguild.com