

# Triangle Community Garden

## Workshop Booking Form

<b>Your name</b>		
Address		
Postcode		
Please fill in your telephone contact details so we can reach you in the event of any workshop changes or cancellations. We will not pass your details on to any other organisations.		
Telephone daytime		
Telephone evenings		
Mobile		
Email address		
I would like to be kept informed of what's happening and when at the Triangle Garden, by receiving Triangle Garden monthly email updates	yes	no

<b>Name of workshop</b>		
Date		
Times		
Course Ref		
No of places required		
Do you have any special needs of which you would like us to be aware? eg physical disability		
Do you have any special dietary requirements?		
Please tick the box to show you understand that you will need to bring your own packed lunch. Tea, coffee and cold drinks will be provided.		
Please remember to wear old clothes if the workshop details suggest this.		
How did you hear about the Triangle Garden workshops?		

### Payment details

I enclose a cheque for £ _____ made payable to <b>Hitchin Community Gardens</b>	
Signed _____	Date _____

**Where to send payment:** Please send your completed form, together with payment (cheques only - made payable to Hitchin Community Gardens – no cash please) to:  
**Margaret Byrne, HCG Treasurer, 74 Strathmore Avenue, Hitchin SG5 1ST.**

**Availability:** To check availability of places on workshops please contact Margaret Byrne on 01462 459144 or Rosie Rigg on 01462 435316.

### Cancellation Policy:

If **you** cannot attend a workshop for any reason and you inform us seven days beforehand, we will refund your payment, less an administration charge of £10 per person. Please note that we cannot make any refunds for cancellations made less than seven days before a workshop. If **we** have to cancel a workshop for any reason, we will inform you beforehand and your payment will be refunded, less an administration charge of £10 per person.