

Workshop Booking Form

Bookings through the MPNRC office and Recreate Shop are to be made strictly to MPNRC and Recreate staff and volunteers only. Bookings and payments are not to be left with Library staff. A booking form must be completed and accompany all bookings and payments. A MPNRC workshop booking form can be downloaded from the MPNRC web site www.mpnrc.org.au or obtained from the MPNRC office or Recreate shop.

Work Shop Name _____ Work Shop Date _____

Participant Details:

Name _____

Address:

Number/ Street _____ Town _____

State _____ Postcode _____

Contact details: (please include two forms of contact.)

Ph. _____ Mobile: _____

Email: _____

Payment Details:

Please note:

Booking a workshop place through the MPNRC office or Recreate Shop by either email, phone, or in person cannot be guaranteed until your payment has been received (in full including the \$3 booking and administration fee) and the next available office attendant can process your booking online. Payment can only be made in cash or through Bank Transfer. NO credit card or cheque payments will be taken. All efforts will be taken to secure your place as soon as possible. If at the time of the MPNRC office attendant processing your booking there are no available places in your chosen workshop, a full refund will be given, including your \$3 booking fee.

Alternatively you can book directly and avoid the \$3 booking fee online at www.trybooking.com/Event/EventListingURL.aspx?aid=54884

Total Payable \$ _____ (include \$3 Booking & Administration fee)

Payment Form: (please circle)

Cash Direct Debit Other (please specify) _____

How did you hear about this Workshop? _____

Would you like to receive our email coming event notification newsletter? Yes/ No

I have read and agree to MPNRC's Terms and Conditions. (See reverse for Terms and Conditions)

OFFICE USE ONLY

Form accepted and checked by _____ Date _____

Cash payment recorded in cash book.

Booking processed online successfully. Yes/ No

Comments: _____

Workshop Booking Terms & Conditions

BOOKING THROUGH THE MPNRC OFFICE: EMAIL, PHONE, IN PERSON.

The Mount Pleasant Natural Resource Centre Inc (MPNRC) office is staffed part time, often by volunteers, so we can not guarantee availability at all times. Bookings through the MPNRC office are to be made strictly to MPNRC staff and volunteers only. Bookings and payments are not to be left with Library staff. A booking form must be completed and accompany all bookings and payments. A MPNRC workshop booking form can be downloaded from the MPNRC website www.mpnrc.org.au or obtained from the MPNRC office or Recreate shop.

Booking a workshop place through the MPNRC office, by either email, phone, or in person cannot be guaranteed until your payment has been received (in full, including the \$3 booking and administration fee) and the next available office attendant can process your booking online. Payment can only be made in cash or through Bank Transfer. NO credit card or cheque payments will be taken. All efforts will be taken to secure your place as soon as possible. If at the time of the MPNRC office attendant processing your booking there are no available places in your chosen workshop, a full refund will be given, including your \$3 booking fee.

BOOKING AND PAYING IN-FULL IN STORE AT THE RECREATE SHOP.

Bookings through the Recreate Shop are to be made strictly to Recreate Shop staff only. A booking form must be completed and accompany all bookings and payments. A MPNRC workshop booking form can be downloaded from the MPNRC website www.mpnrc.org.au or obtained from the MPNRC office or Recreate shop.

Booking a workshop place in store cannot be guaranteed until the next available office attendant can process your booking online. Payment can only be made in cash or through Bank Transfer through your own device (e.g. Electronic Funds Transfer on Smart Phone). Payment must be made in full, including the \$3 booking and administration fee. NO credit card, epos or cheque payments will be taken. All efforts will be taken to secure your place as soon as possible. If at the time of the MPNRC office attendant processing your booking there are no available places in your chosen workshop, a full refund will be given, including your \$3 booking fee. The Recreate shop is open Wed, Thurs & Fri 10am - 3pm, and Sat 9am - 2pm. Corner of Phillis St & Showground Tce, Mount Pleasant.

MOUNT PLEASANT NATURAL RESOURCE CENTRE'S WORKSHOP BOOKING TERMS & CONDITIONS

AGE REQUIREMENTS

• Age requirements apply to many of our workshops and events. If relevant, these will be stated on all promotional material. If you do not meet the age requirements stated, contact must be made with the MPNRC prior to booking. We have the right to refuse attendance due to age requirements not being met.

CHILD SUPERVISION REQUIREMENTS

Supervision of a Parent or Care giver must be maintained throughout the entire workshop for all minors, unless alternate arrangements have been made with the MPNRC prior to arrival to the workshop or event. We encourage involvement and participation from all parents and care givers, although this is not mandatory, supervision is. We have the right to refuse attendance due to inadequate supervision.

BOOKINGS AND CANCELATIONS

- Booking and paying IN FULL is the only way to secure your place in a workshop or event. This must be done online at www.ticketbo.com.au/mpnrc or through the MPNRC office or Recreate shop. Booking online DOES NOT attract a booking or administration fee. Booking through the MPNRC office or Recreate Shop WILL attract a \$3 Booking and Administration fee. The fee is NOT refundable if you cancel your booking.
- Please choose carefully. The MPNRC does not provide cash refunds except where an event or workshop is cancelled. If an event or workshop is cancelled, we offer either a full cash refund or credit to be used for future events, workshops or in the Recreate shop. If you wish to cancel your booking due to personal circumstances or work commitments prior to 10 working days of the scheduled event or Workshop, you will forfeit a fee of \$5 and receive a credit voucher for the remaining amount (valid for 12 months) to be used for future events, workshops or in the Recreate shop. No cash Refunds will be given for cancellations on the participant's behalf. If you wish to cancel your booking within 10 working days of the scheduled event or workshop due to personal circumstances or work commitments, you will forfeit a fee of \$5 and 50% of the ticket amount. You will receive a credit voucher for the remaining amount (valid for 12 months) to be used for future events, workshops or in the Recreate shop. No cash refunds will be given for cancellations on the participant's behalf.
- A Cash Refund is at the discretion of the Mount Pleasant Natural Resource Centre Management.
- The MPNRC is not responsible for materials purchased for a course. The MPNRC reserves the right to alter any of the published arrangements, either before or during a course, or terminate a booking in an event or workshop.

Please see our full Terms and Conditions listed on our Website www.mpnrc.org.au