**UK Covenant Marriage Weekend 2019**

4pm Saturday 19th - 2pm Monday 21st October

**Conference Details:**

**Arrival & Registration** on Saturday 3-4pm

**Conference starts at 4pm** with welcome refreshments and finishes with lunch on the Monday.

Sunday and Monday start at 9.30am, with registration for new arrivals 9-9.30am

**Venue:**

The Hayes Conference Centre, Swanwick, Alfreton, Derbyshire DE55 1AU – [MAP](https://www.google.co.uk/maps/place/Alfreton%2BDE55%2B1AU/%4053.0692009%2C-1.3837084%2C18z/data%3D%214m5%213m4%211s0x4879929203af96bd%3A0xd7b3c56a77b9f911%218m2%213d53.0660366%214d-1.387792) & [Directions](https://www.cct.org.uk/the-hayes/how-to-find-us)

*An all-inclusive venue providing quality catering, meeting rooms, refreshments and onsite accommodation. The venue has a large outdoor area and gardens, several lounge areas and free Wi-Fi. There is ample parking with easy road and rail links. Birmingham and Leicester aiports are about an hour away.*

*For more information about the venue visit* <http://www.cct.org.uk/the-hayes/introduction>

**Booking & Registration Details:**

To book your place for the UK Covenant Marriage Weekend please complete the attached form and return to us by email or post. Forms can be printed and filled in by hand or completed electronically. *If you want to do a group booking, please complete a form for each additional person and send together.*

***Electronically:*** *download and open with Microsoft Word or alternatively OpenOffice. Once completed, save and return by email. If you have any problems remember you can print the form and complete by hand. If you cannot print, please get in touch and I will post a copy to you.*

If you have any questions or for more information, please contact Louise. Email encouragementdayuk@sky.com or call +44 (**0)1752 961480** (Tuesday's or Thursday’s 10-12am or Tuesday’s 7.30-8.30pm UK time. If unable to get through, please leave a message).

NOTE:

* Bookings need to be made **by 20th September** in order to finalise arrangements and catering.
* Day Delegates are required to make payment when booking.
* Residential Delegates should choose type of accommodation on the booking form. Once we have received your booking form we will check availability. Alternatively, contact us prior to returning your booking form to check availability. If available, we will pencil it in for you, otherwise we will contact you with what is available. Payment\* will then be needed within 5 working days to book the room and register for the conference. (\*If you have difficulties paying all in one go, we have the option of part payment or instalments, see Payment section for details. Feel free to contact us to discuss)
* In all cases cleared payment is required **by 20th September** to finalise registration & secure booking.
* Please ensure any special requirements are entered onto the booking form, and that the booking is made as early as possible. It may be impossible to meet requests made close to the conference start date.
* If unable to pay the full fees upfront, it is possible to do part payment. See section on Payment options.

**Delegate Fees:**

Prices have been kept low in order to enable as many to come as possible. Residential and Non Residential (Day Delegates) options available. Residential includes room, all meals including breakfast, and refreshments. Accommodation is limited on first come basis, ***so please book early to guarantee a room***.

See form for price and options.

**Accommodation:**

There is a choice of rooms with double or single bed. All double rooms are ensuite and accessible by lift if not on the ground floor. There are a limited number of single rooms available, which are up one flight of stairs. The meeting room is on the ground floor. Single rooms contain a sink with a shared bathroom in the hall. All rooms have tea & coffee making facilities and towels provided. Bedrooms can be accessed from 3pm on the Saturday.

**Payment options:**

1. **Full payment:** total amount
2. **Part payment:**
* **Initial payment** - 50% (non refundable deposit)
* **Subsequent payment/s** - 25% by 4th June
* **Final payment/Balance** - 25% by 20th Sept

 *(if booking after 4th June a 75% initial payment will be needed with the balance paid by 20th Sept)*

1. **Instalments:** by standing order with an initial payment of 50%. Must be taken up by 15th March(contact Louise to discuss)

**Pay by:**

**Cheque –**

Please make cheques payable to: **Standers UK**

 **Post to:** 7 Moat Park, Eggbuckland, Plymouth, UK, PL6 5FD

**BACS –**

By bank transfer - ***Please contact Louise for the details***

**No booking is secure until full fees are paid.** Final payment must be received by 20th September 2019. Failure to make full payment by this date will result in loss of your booking.

**Cancellation Policy:**

We hope that you will not need to cancel, however should this be necessary for any reason our refund/cancellation policy is in keeping with the conference venue. Cancellation must be made in writing. Cancellation**,** before 30th September, will normally lead to the loss of a scaled proportion of the money paid. This will be at the discretion of us. Bookings cancelled before 15th June will be charged 50% of the total fees and eligible for a 50% refund. If cancelled between 15th June and 30th September you will be charged 75% and eligible for a 25% refund. Cancellations made after the 30th Sept will no longer be eligible for a refund.

You may want to consider taking out insurance (like holiday insurance) in the event that there is a serious illness or other circumstances that would prevent you from attending.

**Data Protection Important:**

Because of changes in data protection and privacy legislation if you wish to be contacted by us in the future we need your consent. Please be aware that the conference is being set up by a group of volunteers in the UK who are members of Covenant Keepers Inc. The information provided on this form will be processed and used by us (not Covenant Keepers Inc.) in the administration of the conference. By giving consent you are permitting us to include your contact details (name, address, telephone number, email address) in our database and to indicate that you are willing to be contacted by us by post, email and SMS. This will include sending you any conference reports following the event. We will not share your data with any third party.

**UK Covenant Marriage Weekend 2019 – Booking Form**

*Please complete* ***all*** *fields and check boxes (or delete as appropriate) to indicate your requirements.*

**Personal Details**

|  |  |  |  |
| --- | --- | --- | --- |
| First Name: |       | Last Name: |       |
| Address Line 1: |       |
| Town: |       | County: |       |
| Postcode: |       | Country: |       |
| Email: |       | Telephone: |       |

*Please choose Residential or Non Residential below and then click the appropriate boxes to indicate your preference. If you check a box incorrectly, simply click on it again to uncheck the box.*

**Residential Options**

**[ ]  Full Residential Delegate – Saturday 4pm to Monday 2pm**

 *Please indicate your room preference*

 [ ]  Single standard room (with sink): **£118 per person**

 [ ]  Double en-suite room: **£148 per person**

 **NB.** An accessible room for those with disability is double en-suite, priced at £148 per person (Limited availability)

**[ ]  One Night Residential Delegate**

 *Only double en-suite available*

 [ ]  Saturday 4pm to Sunday 9pm: **£99 per person** [ ]  Sunday 9.30am to Monday 2pm: **£99 per person**

**Non-Residential - Day Delegates Options**

*Please chose either Individual Days or Special Day Package, and then click the relevant day or days you want.*

**[ ]  Special Day Package -** *all 3 days for* **£78** (SAVE £10)

**[ ]  Individual Day/s**

**[ ]  Day 1** – Sat 19th Oct 3pm to 9pm*:* **£24** *Includes dinner & refreshments*

 **[ ]  Day 2** – Sun 20th Oct 9.30am to 9pm: **£40** *Includes lunch, dinner & refreshments*

 **[ ]  Day 3** – Mon 21st Oct 9.30am to 2pm: **£24** *Includes lunch & refreshments*

**Payment option:**

 [ ]  Full payment [ ]  Part payment [ ]  Instalments *(eligible up to 15th March)*

**Other requirements**

Any special dietary requirements as well as any food allergies:

Any mobility/access requirements:

Please add any comments that might help with your booking:

**Group Booking**

Full name of the contact person here (if not yourself):

A list of delegate names & city will be available at the event. Please check this box [ ]  if you **do not** want your name to be displayed.

**Please return completed form to:**

encouragementdayuk@sky.com *or* post to: 7 Moat Park, Eggbuckland, Plymouth, PL6 5FD