

PREREG - Autscope Non residential Full Day Programme (including evening) Registration Form

Autscope is in King's Park, Northampton from the 8th to the 11th August 2017. Advance Booking is mandatory.

The full day programme runs from after breakfast to the end of the evening programme. Provisionally you can arrive from 8:30am and the programme ends around 10pm to 11pm. The fee includes two coffee breaks, a lunch and a dinner on the Wednesday and Thursday. Tuesday and Friday are counted as one day between them as the first meal on Tuesday is dinner and the last meal on Friday is lunch. Please arrange your own accommodation. This is not the residential form.

Breakfast can be added on at a cost of £8.70 per breakfast. We have suggestions for nearby accommodation at <http://www.autscope.org/registration/offsite>

Please print this document, fill it in and send it to
The Autscope Organisation
c/o Debbie Finucane
9 Daisy Lane
Downham Market
PE38 9ES
UK

Or put your answers on a piece of paper and send to the above address.

Booking Details

Name(s) of people on booking:

Postcode:

House name/ number:

Email address:

Alternative contact information (Email or number to text): In case we have any difficulties contacting you.

Please list any dietary requirements you may have.

Which days are you attending:

Every day: (please see the additional section at the very end of this form for people who are coming every day).

Or

Tuesday: (Autscape starts mid afternoon)

Wednesday:

Thursday:

Friday: (Autscape finishes at the end of lunch)

Adult

Days	Price	How many people
One day	£60	
Two days	£115	
More than two days / Everyday	£115	

Teenager (13 – 16)

Days	Price	How Many People
One day	£45	
Two days	£90	
More than two days / Everyday	£90	

Child (ages 4 – 12)

Days	Price	How Many People
One day	£30	
Two days	£60	
More than two days / Everyday	£60	

Infant (ages 0 – 3)

Days	Price	How many people
One day	£27	
Two days	£54	
More than two days / Everyday	£54	

Carer

Days	Price	How many people
One day	£42	
Two days	£78	
More than two days / Everyday	£114	

Our carer fee is for carers and PAs who are coming to Autscape to support others and who are not interested in the programme itself. We ask if you are coming as a carer/PA and wish to attend the programme that you help us with the cost of the programme by choosing the adult fee.

Children

Teenage, Child and Infant fees apply to the age the child is on their first day at Autscope.

Accessibility

For these questions please use another sheet of paper if you run out of space as its important we can read what you include.

Do you have any accessibility needs or mobility difficulties we need to know about:

Is there anything we or the venue staff need to be aware of?

Are you adding breakfast to your booking (£8.70 per breakfast)?
Breakfast is served from 8:30am to 9am.

Payment information is on the next page.

Additional Section only for people who have booked to come every day

The Transport, arrive early and Trampoline sections are only for people who have booked the full day programme to attend Autscope from Tuesday 8th August to Friday 11th August.

Transport

If you need transport from the train station to the venue on Tuesday 8th August and back again on Friday 11th August please add £7.80 to your fee and indicate this here _____.

If you only need transport on one day the fee is £4.80: _____.

The times the transport service run at are listed at: <http://www.autscope.org/2017/registration/travel>

Trampolines

If you plan to arrive early to take part in the trampolining activity please tell us which option you are booking for and the appropriate fee will be added to your booking. There isn't space to list the options here. You will find them at: <http://www.autscope.org/2017/registration/earlyarrival>

Early arrival not for Trampolines

We allow non residential people arrive earlier on the first day because they have both off site accommodation and Autscope to register their arrival at. For more details see:

<http://www.autscope.org/2017/registration/offsite-earlyarrive>

All these website addreses are linked to from our booking page –
<http://www.autscope.org/registration/>

End of section only for people who have booked for the full programme every day.

Payment

Please indicate how you are paying:

Cheque / Bank Transfer

1. Cheque (preferred): Either send one cheque for the full amount or send two cheques each for half the amount. One dated in April and one in May.

Please make the cheque(s) payable to “**The Autscape Organisation**”. On the back of the cheque(s) include your postcode and house number.

Once we have received your letter and cheque(s) your place is reserved provided each payment goes through. We bank cheques once a week on Tuesdays.

2. Bank Transfer. For bank transfers please let us know which payment option applies to you.

- Are you paying the full amount or paying half your fee now and half in May?

When we receive this form you will be emailed a reference number and details of how to make the bank transfer from either the bookkeepers or registrar. We will hold your place for ten days after we have sent the email while we await payment. If it happens you don't hear from us in good time, please email registrar@autscape.org.

If you have sent payment and not received an acknowledgement email treasurer@autscape.org.

See the next page for where to send this form. You may keep that page for information.

Address

The address to send the information to is
The Autscope Organisation
c/o Debbie Finucane
9 Daisy Lane,
Downham Market,
PE38 9ES,
UK

Information for people sending in a prereg from outside of the United Kingdom

If you are sending this prereg form from outside the UK, please email registrar@autscope.org a copy of the letter first if you can do so (see below for suggestions on how to do this) This is to stop you being at a disadvantage due to the extra time it takes for international post to arrive. If you are paying by bank transfer we will send you the details after we receive your completed email.

Information for people who prefer to use email

Preferred: Please print and scan the form and send it to registrar@autscope.org. If you don't have a scanner, take photos of the form (eg with your mobile) and email the photos to the above address.

If you can't do the above then please put all the information asked for on this form into an email and send it to registrar@autscope.org.

Information about Email addresses

The Autscope volunteers come from different parts of the country (and one from a different country). We are not in the same office. If you email the incorrect address there will be a delay before the correct person sees and replies to your email. We appreciate it can be irritating to send more than one email however we need you to do that.

Anything to do with booking, registration, the venue, the fees and this prereg system:
registrar@autscope.org (Debbie)

Anything to do with payment. This includes but is not limited to cheques, bank details, instalments, reference numbers, payments and refunds: treasurer@autscope.org (The bookkeeping team – James, Jeremy and Peter)

Anything programme related – for example offering to do something for the programme or asking about it: programme@autscope.org (Martijn)

If you can't decide which address is most appropriate please use registrar@autscope.org

Instalments

If you book before 5 May you can pay in two equal instalments. One when you book and one by May 31st. <http://www.autscope.org/2017/registration/instalments>

Cancellation Fee

It is best to email as soon as you know you need to cancel. This maximises the chance we have of finding someone else to take your place thus helping us refund you. There is a cancellation fee of £20 for cancellations received before the start of May. In May the cancellation fee increases to £75. No refund is allowed after the end of May.

<http://www.autscope.org/2017/registration/cancellationpolicy>

