**STEP Bristol – Event Booking Form**

Once completed, please e-mail to **step.bristol@step.org**

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| --- | --- |
| Event details: | Contentious Probate Update Seminar |
| Event date: | **Thursday 27th March 2025** |
| Booking deadline: | Monday 24th March 2025 |
| Sponsored by: |  |
| Delegate's name: |  |
| Delegate's firm: |  |
| Delegate's email address:  |  |
| Delegate a STEP member? | [ ]  Yes [ ]  No |
| If **yes**, please state your membership number (full or student): |  |
| Fee payable: | [ ]  £30 *(members)* [ ]  £50 *(non-members)*[ ]  Free *(diploma student members)* |
| Please indicate your payment method: | [ ]  Electronic transfer (preferred)[ ]  Cheque payable to "STEP" |
| Payments by transfer:**Account Name:** Society of Trust and Estate Practitioners (Bristo**Bank:** HSBC Bank, 23 High St, Thornbury, Bristol, BS35 2AE**Sort Code:** 40-44-41, **Account No.:** 71467972Once completed, please e-mail this form to Step.bristol@step.org | Payments by cheque:Send cheques payable to 'STEP' with a copy of this form to:Austin GillHugh JamesTwo Central SquareCardiffCF10 1FS |
| **By submitting this form you accept the following terms and conditions of booking:**1. STEP Bristol reserves the right to amend or cancel this event. Should the event be cancelled a full refund of the booking fee will be made. STEP Bristol can accept no further liability if the event is cancelled, including no liability for any expenses incurred as a result of cancellation.
2. Full payment is required to be made prior to the event.
3. Cancellation by you prior to the event after payment has been made:
	1. If you are unable to attend the event you may substitute a colleague without charge, provided you confirm their full name in writing before the day of the event.
	2. If you cancel before the booking deadline you will be refunded the booking fee less an administration charge of 20%.
	3. If you cancel after the booking deadline you will not be refunded the booking fee.
4. If you have booked to attend the event but fail to attend then you are still liable for the full booking fee.

The delegate and their firm/organisation are jointly and severally liable for payment of the fees due for this event. Acceptance by STEP Bristol of your booking will give rise to a legally binding contract between us on these terms and conditions. |