**Booking Form for Non-Residential Delegates**

Please use this form to book non-residential attendance. Payment is due upon booking. If you want to attend as a resident, please see the other form. If you can only stay for one night, contact churchmonuments@gmail.com to discuss half-symposium residential rates. Select the number of places you would like, in the right-hand column.

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| **NON-RESIDENTIAL RATES** |
| **Includes:** half-day conference, morning tea/coffee, lunch, half-day excursion (transport provided). **Optional** evening meals (Friday and/or Saturday). | **No. of places** |
| **Friday evening meal and lecture\***  | **£35** | In the Old Library, West Dean College, c.7pm (details TBC) |  |
| **Saturday daytime only**  | **£60** | West Dean + Chichester Cathedral |  |
| **Saturday evening meal (self-service hot buffet)** | **£20** | West Dean + Chichester Cathedral + evening meal at West Dean upon return from cathedral (time TBC) |  |
| **Sunday Only (includes eligibility to attend Saturday evening lecture)** | **£60** | West Dean + Fitzalan Chapel at Arundel |  |
| **Under-30s and Students (Saturday, no evening meal)** | **£30**  | West Dean + Chichester Cathedral |  |
| **Under-30s and Students (Saturday plus evening meal)** | **£40** | West Dean + Chichester Cathedral + evening meal at West Dean upon return from cathedral (time TBC) |  |
| **Under-30s and Students (Sunday, includes eligibility to attend Saturday evening lecture)** | **£30** | West Dean + Fitzalan Chapel at Arundel |  |
| \* Places may be limited due to the capacity of the room (and will be allocated on a first-come, first-served basis). Please apply and should there be any issue with your booking for this, we will contact you. |

**Transport** to excursions will be predominantly by carpool. We will contact you after booking about your transport needs. Please note that there is no discount for not attending the excursion(s), but you must let us know in advance if you are not coming along (so that we do not arrange transport for you).

**DISCLAIMER:** Note that paths, floors, steps and fittings in and around historic buildings may be uneven, participants are expected to take reasonable care. None of the officers, committee or members of the Church Monuments Society and no leader or organiser of any event, visit, walk or programme promoted by the Society shall be liable in respect of the death of, or injury, damage or loss to, any person or the property of any person, which may occur or arise out of participation in any such event, visit, walk or programme.

Society events may appear on social media: if a participant does not wish their photograph to appear incidentally, they should notify the organiser in advance.

The Society takes data protection and the safeguarding of vulnerable individuals seriously. See our data protection and safeguarding policies at [*https://churchmonumentssociety.org/about/governance*](https://churchmonumentssociety.org/about/governance)

**Your Details and Payment**

**Payment** is accepted by cheque or BACS (see details below or contact us for alternatives). The full amount is due upon booking, or if you prefer to pay in two 50% instalments, the first must be paid upon booking and the second by 30 June 2025. Places are not confirmed until payment is received. Contact us via churchmonuments@gmail.com if you need any further assistance with payment methods or schedules.

**Cancellations** must be made by 30 June 2025, after which point no refunds will be made.

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| **PLEASE FILL OUT YOUR DETAILS** | **CMS member?** |
| **Name(s) of attendees I am booking for:** | 1. | Y / N |
| 2. | Y / N |
| 3. | Y / N |
| 4.  | Y / N |
| **Email address (for booking confirmation & further details)**: |  |
| **Phone number(s)**: |  |
| **Address**: |  |
| **TOTAL amount due**:  | £ | **No. of instalments I would like to pay in:** | 1 / 2 |
| **Chosen payment method\* (please tick in the far box):** | **Cheques:** please make out to the ‘Church Monuments Society’ and enclose with this form |  |
| **BACS:** Use Church Monuments Society (CAF BANK) SORT CODE 405240 / ACCOUNT NUMBER 00035540 and email churchmonuments@gmail.com to let us know you have made a payment |  |
| \*If you need an alternative payment method, contact us for options. |
| **Dietary or accessibility requirements (please state who they apply to):** |  |
| **Your likely mode of transport to the event (public transport / own vehicle), if known:** |  |
| **If applying for the under-30s/Student rate, please state:** | University: Degree Course: Student Number:  |

**Send this form to**: churchmonuments@gmail.com Thank you.