HorseWorld Discovery Booking Form

* No booking can be accepted without completion of a booking form which constitutes agreement to pay for the agreed programme/course.
* Referrers/referring organisations will be invoiced directly, by email, from HorseWorld’s accounts department at the start of the referred Young Person’s agreed course using the contact details (and purchase order number where applicable) given on this mandatory booking form.
* Should the referrer wish to cancel the booking, Discovery, HorseWorld Trust will require a minimum of two weeks’ notice otherwise the referrer will still be charged for the space – this is to allow us time to find another referral to fill the space.
* Please return this form but email to [discovery@horseworld.org.uk](mailto:discovery@horseworld.org.uk) or by post to Discovery Office at the address below. Please call 01275 893 023 for any queries.

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| Initials of Young Person (or write ‘Group’ if applicable): | | Name of person making referral: | |
| Name of Provision/Organisation making the referral: | | Lead referrer email address and phone number: | |
| Name of Organisation funding the placement (if different from above) | | Invoice/accounts department details for invoicing purposes.  Name and email address: | |
| Purchase order no. (if required by your organisation): | | *NB. If it is not possible to raise a PO at the time of completing this form, please write ‘TBA’ in the box. POs must be sent to us before the YP’s course starts unless special prior arrangements are made with the Discovery Operations Manager.* | |
| **Booking Details:** | | | |
| Term: | Day: | Time: | Start date: |
| Number of weeks: | | Amount to be invoiced: | |