

## Heritage Skills Initiative Training and Events Programme for Cumbria 2010

### Churches

Tuesday 7 September 09.45 – 15.30

### **Managing a building project: Village Halls and Churches – How to find the right professional support**

Penrith Methodist Church

Are you thinking of engaging an architect or project manager to help you with your project? This free one-day seminar will guide you through the process.

Speakers include a conservation architect, project manager, ACT (Action with Communities in Cumbria) and the Churches Trust for Cumbria (CTfC).

Cost: Free. Lunch and refreshments provided. For more information and to book a place, contact Jemma-Metcalf-Gibson, Churches Trust for Cumbria on [jemmamg@ctfc.org.uk](mailto:jemmamg@ctfc.org.uk) or 07733886284. Terms & Conditions Below.



## Terms and Conditions

To book a course, please send an e mail to [skills@nect.org.uk](mailto:skills@nect.org.uk) stating:

- The name of the course
- The date of the course
- The venue
- Your full name
- Your date of birth
- E mail
- Mobile telephone number
- Home and work postcode
- Occupation/Employer

N.B. If you do not have internet access you can book by ringing 0191 232 9279

### Payment for courses

Payment must be made in full at the time of booking for courses requiring payment.

Please send your cheque made payable to: North of England Civic Trust

and send it to: North of England Civic Trust,  
Blackfriars,  
Monk Street,  
Newcastle upon Tyne.  
NE1 4XN

Please note we are only able to accept payment by cheque.

### Confirmation of booking

Once your booking has been received and your cheque cleared (where applicable) you will be sent a confirmation of your place on the course or event you have booked. Please ensure that you have given us all of the requested details to complete your booking:

### Cancellation of the course by the Heritage Skills Initiative

If the course is cancelled by the Heritage Skills Initiative we will refund you in full.

### Cancellation by attendees

If you cancel a booking 4 weeks in advance of the start date of the course we will refund your fee in full.

If a booking is cancelled less than 4 weeks before the course, the fee will not be refunded.

However, if the place can be resold we may refund your fee. If you have booked a free course and not attended you will be invoiced for the sum of £35.00

### Joining instructions

Further details and instructions will be sent out by e mail one week prior to the commencement of your course or event. If you have not received these, please contact the office on 0191 232 9279.