

Heritage Skills Initiative Training and Events Programme for Cumbria 2010

Village Halls

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 Metcalfe-Gibson, Churches Trust for Cumbria on 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 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.