

**FCC Course - Introduction to Cocoa and its Institutions**  
**From 9:00 Monday 18 June 2012 till 17:30 on Wednesday 20 June 2012**

**Nestlé Training Facility - Rashleighs Business Centre, Darlings Lane,  
Pinkneys Green, Maidenhead, Berkshire SL6 6PD  
Tel +44 (0)1628 622361**

## REGISTRATION FORM

**I confirm my registration to the FCC Course – Introduction to Cocoa and its Institutions as follows:**

- Member rate: £850 plus VAT, if applicable  
 Non-Member rate: £1000 plus VAT, if applicable

**Delegate name:**

**Company:**

**Email:**

**Mobile No:**

My arrival date will be:	My departure date will be:
<b>I will/will not* require accommodation on Sunday night, 17<sup>th</sup> June 2012</b> <b>If yes, please note that check in at Rashleighs on Sundays, must be between 6pm and 9pm. No dinner is provided on Sundays but sandwiches can be organised.</b> <input type="checkbox"/> Bed & breakfast- residential room @90 + VAT per person per night <input type="checkbox"/> Sandwiches required	
<b>I will/will not* require accommodation on Monday night, 18<sup>th</sup> June 2012</b> <input type="checkbox"/> Bed & breakfast- residential room @£90 + VAT per person per night <input type="checkbox"/> Dinner at Rashleighs @ £22.50 + VAT per person	
<b>I will/will not* require accommodation on Tuesday night, 19<sup>th</sup> June 2012</b> <input type="checkbox"/> Bed & breakfast- residential room @£90 + VAT per person per night <input type="checkbox"/> <u>Barbecue/dinner hosted by the FCC on Tuesday night, 19<sup>th</sup> June 2012</u>	
<b>I will/will not* require accommodation on Wednesday night, 20<sup>th</sup> June 2012</b> <input type="checkbox"/> Bed & breakfast- residential room @£90 + VAT per person per night <input type="checkbox"/> Dinner at Rashleighs @ £22.50 + VAT per person	

\* delete as required

select as required

Payment for accommodation (and/or dinners) and any extras shall be made directly to Rashleighs upon departure

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## FCC COURSE FEES – INSTRUCTION SHEET

**Please invoice my company for the cost of the FCC Course – Introduction to Cocoa and its Institutions as follows:**

**Member rate: £850 plus VAT, if applicable**

**Non-Member rate: £1000 plus VAT, if applicable**

**I shall pay for accommodation (and/or dinners) and any extras directly to Rashleighs upon departure.**

Delegate Name.....

Company.....

Signature.....

Date.....

### **Payment**

Payment of the course fee shall be made to the FCC as per invoice instructions and must be received at least 6 weeks prior to the course date.

### **Cancellation Policy**

- a) cancellations received in writing **more than 4 weeks** prior to the course date – 100 % of the course fee **shall be refunded by the FCC.**
- b) cancellations received in writing **less than 4 weeks** prior to the course date – 100 % of the course fee **shall be payable to the FCC and no refund shall be made.**
- c) a substitute may take the delegate's place at no extra charge provided the FCC is notified at least one week prior to the course date.
- d) **Rashleighs Cancellation Policy** (for delegates only) – see detailed information overleaf

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## **RASHLEIGH'S BUSINESS CENTRE - INFORMATION SHEET**

### **Accommodation**

Rashleighs can offer bed and breakfast at £90.00 per person per night (25 rooms available)

Please indicate your requirements on the registration form above.

For further information about the accommodation facilities, please contact Rashleighs directly on +44(0) 1628 622 361.

### **Meals**

All lunches are included in the cost of the Course as well as the barbecue/dinner on Tuesday night, 19<sup>th</sup> June 2012.

On the other nights, delegates have the option to have dinner at Rashleighs, charged at £22.50+ VAT per person or at local restaurants within a short taxi ride from Rashleighs.

Please indicate your requirements on the registration form above.

### **Leisure Facilities**

All delegates have complimentary admission to David Lloyd Leisure Club in Maidenhead. Entry passes are available from the Manager's office in the main House.

### **Transfers**

Rashleighs can assist delegates with airport transfers if required. To benefit from this service delegates must email Rashleighs Administration [Rashleighs@uk.nestle.com](mailto:Rashleighs@uk.nestle.com) with full flight information and specific requirements.

Approximate Inbound cost from Heathrow Airport: £40 if paid in cash.

Approximate Inbound cost from Gatwick Airport: £85 if paid in cash.

**All transfer costs are to be paid directly to the taxi drivers. Sterling cash and credit cards are accepted by drivers but the transfer company will charge an extra 20% on payments by credit card.**

### **Payment**

Payment for accommodation and any extras shall be made directly to Rashleighs by Sterling Cash or Credit Card. There is an additional charge of 3% for this service. All credit cards are accepted except Dinners Club.

### **Rashleighs Cancellation Policy (for delegates only)**

In the event of a cancellation, partial cancellation or postponement of a confirmed booking (accommodation and/or meals) prior to the event date, Rashleighs will make every effort to sell the space on your behalf. However, if Rashleighs is unable to secure another booking the following cancellation charges will apply.

Within 2 weeks of start of the event: 100 % of accommodation charges

Between 2- 4 weeks of the start of the event: 50% of accommodation charges