M.F.Y.P Ltd

Music For Young People

**Booking Agreement**

The following agreement confirms that MFYP Ltd ‘the service provider’ has been booked and confirmed to deliver our services to you our client.

This booking form should be completed by the service user and forwarded back to MFYP Ltd within 3 working days of the booking being agreed.

This agreement works in conjunction with our terms and conditions, which outlines the procedures and fees if you wish to cancel or withdraw from the booking.

Please complete below:

**Name of Organisation:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Your Name**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Position**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Contact Tel Office**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Mobile**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Email Address**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1)

**Provision(s)/activities booked:**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Commence date of workshop(s)**:

**Start & Finish time(s):**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Date(s) booked:**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Provision to be held at: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Cancellation policy:**

MFYP Ltd operates a cancellation policy and offers its customers the opportunity to amend a booked date by providing us with 21 days notification.

**Cancellation Charges**:

Cancellation charges will be incurred if we are not notified of your cancellation within the notification period as stated above.

**21 days advance notice:** If your unable to go ahead with the booking, please notify us with at least 21 days notification and you will not be liable for any charges. We can amend dates for you and reschedule our sessions.

2)

**11 – 20 days advance notice**: 50% of the agreed payment total will be invoiced to the client.

**0-10 days advance notice:** Unfortunately, clients will be invoiced for the full amount, if cancelations are made within this time period.

**Contracted & regular projects:**

For contracted work, a charge of £89.00 each activity will be incurred if cancellations are made less than 10 days notice.

**Declaration:**

I understand the above information in relation to this booking agreement and the charges that maybe incurred due to late cancellation.

Your Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Please return the completed document via email to

Mr Deon Roach (MFYP Ltd) info@mfyp.org.

Thank you

3)