



Guidance Notes

Thank you for registering for a Gilgal House conference. To help you complete your booking successfully please be aware of the following:

1. Bookings will only be accepted on booking forms downloaded from the Gilgal House website.
2. Each person attending should complete a separate registration form. Additional booking forms can be found at www.gilgalhouse.com.
3. Bookings can be made by either printing out the completed form and sending it by post together with payment by cheque OR making a bank transfer and emailing in the completed form.

Paying by cheque:

1. Complete the booking form, one per person, sending it into the address on the top of the form enclosing a cheque payable to *Gilgal House Healing Centre Trust*. (Please ignore the Payment Ref: box on the form as this is only needed if you're paying by bank transfer.)

Paying by bank transfer:

1. Please complete the booking form(s), one per person if there is a group booking.
2. Enter a *Payment Ref:* on each form. If you are using one bank transfer to cover multiple forms (i.e. group attending) then please make sure you include the same Payment Ref on each form that is covered by the payment

Example: My name is *Naomi Ann Rogers* and I am attending *Freedom from freemasonry*:

- a) Two letter Conference code - for Freedom from freemasonry this is **FF**
- b) Your surname - e.g. **ROGERS**
- c) Your initials - e.g. **NA**

Payment Ref: would be **FFROGERSNA**

3. Make payment by bank transfer to Gilgal House making sure to include your Payment Ref:

Gilgal House banking details:

Sort code: 20-57-40 (this should be flagged up as Barclays Bank)

A/C no. 60687480

Payee: Gilgal House

4. Email in the completed booking form(s) to info@gilgalhouse.com naming the files with your Payment Ref: e.g. *FFROGERSNA.pdf*, adding a number for each form if you are sending more than one.

For any queries please contact 01908-564177 or info@gilgalhouse.com