

NON RESIDENTIAL COURSE BOOKING FORM

Group / Organisation					
Group Leader					
Address (state if different billing address)					
Daytime Tel No/ Mobile no.				Fax No	
e-mail					
Date requested					
Arrival time				Departure time	
Meals required (please state times) Packed Lunches include: - sandwiches crisps, chocolate biscuit, fruit & squash * size options	Breakfast		*Packed Lunch options (please tick)	Small p/lunch 2 rounds of sandwiches	
	Tea, coffee, squash			Large p/lunch 2.5 rounds of sandwiches	
	Tea, coffee, squash & biscuits				
No of students		Age range of students		No. of staff	
ANY OTHER INFORMATION (E.G. WHEELCHAIR ACCESS, SPECIAL NEEDS/BEHAVIOUR ETC)					
Nature of course: outdoor education / sports / arts / music / environmental / field study / development/training / other (please specify)					
Course to be self programmed or staffed by Lea Green					
Facilities required eg sports hall, meeting room etc					
Signature				Date	
Please return this form to: Lea Green Centre, Lea, Matlock, Derbyshire, DE4 5GJ					
FOR OFFICE USE ONLY:					
Date offered					
No of students			No of staff		
Provisional costing:			cc SP		conf letter
			c.u.s		excel