

TRAINING CENTRE BOOKING FORM

Organisation	
Contact	
Address	
Telephone	
Email	
Date of hire <i>State whether full or half day</i>	
Training Room 1 or 2	
Number attending Arrival time Departure time	
Is ONE (maximum) parking space required for the trainer?	
Is tea/coffee required? <i>£1.00 per person per day*</i>	
Is a buffet lunch required? What time? Any vegetarians? <i>from £5.50 per person*</i>	
Equipment required <i>Please circle</i>	Flipchart & pad (further pads at £5.00 each)* OHP (£5.00)* Laptop projector (£10.00)*
Is a wheelchair ramp required?	
Any other requirements or information?	
Signature	
Date	

*VAT not included

Buffet lunch is outsourced but typically includes a sandwich selection (one and a half rounds per person) served with salad garnish, a selection of pastries, quiche, pizza slices and cakes with a crisp bowl and a fruit bowl)

In the event of cancellation please give at least 5 working days notice otherwise there may be a 50% charge

Please return to: Helyn Jacobs - Receptionist
Age UK Cornwall & The Isles of Scilly, Boscawen House, Chapel Hill, Truro TR1 3BN
Tel: 01872 266388 Fax: 01872 266380 Email: reception@ageukcornwall.org.uk