



Team Building Day - booking form

Group/ organisation			
Course organiser			
Group leader (attending the course)			
Address		Invoice name and address (if different)	
Daytime telephone no.		Mobile telephone no.	
Email address			
Date(s) requested			
Arrival time		Departure time	
Number attending		No. of staff	
What are the aims and learning objectives for your course? Examples – leadership skills, teamwork, building confidence, problem solving or developing positive attitudes.			
1.			
2.			
Are there any activities that you would particularly like to include in your programme? Please list.			
Any other information (e.g. wheelchair access, additional needs, medical information)			
Food/drink requirements and required			
Please enter your DCC Cost Centre for internal charging (if applicable)			
Signature		Date	
Please return this form to: Lea Green Learning and Development Centre, Main Road, Lea, Matlock, Derbyshire, DE4 5GJ Tel: 01629 534561 or email: leagreen.admin@derbyshire.gov.uk			

FOR OFFICE USE ONLY:					
Dates offered		No of students		No of staff	
Provisional costing:		CU Sheet		MU Sheet	
		CONFIRMATION LETTER	Post		
			E-mail		
Invoice No		Date		Amount	