



Day Visit 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 (please print clearly)					
Date(s) requested					
Venue	On site Lea Green		At School or Other?		
Start time		Finish time		Transport arrangements (bus/car/NA?)	
No. of students		Age of students (in years)		No. of staff	
What are the aims and learning outcomes for your course? (eg. teamwork, building confidence, problem solving, developing positive attitudes or independence)					
Do you want the course to support/meet any other curriculum objectives? Please give details.					
Do you have a specific programme in mind? (eg. if you have been before and would like the same/ something different)					
Are there any activities that you would particularly like to include in your programme?					
Any other information (eg. wheelchair access, additional needs, medical information)					
Any food/drink requirements and timings					
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	