



## Booking form - Meadow Lodge

Group / family / organisation					
Group leader					
Address		Invoice name and address (if different)			
Daytime telephone no.		Fax no.			
Mobile telephone no.		Email address			
Date(s) requested					
Arrival time		Departure time			
No. of people		Age range of group		No. of staff (if applicable)	
Catered			Self catered		
Lea Green activities	Yes No				
Brief description of the additional needs within the group					
Brief description of activity programme required (if applicable)					
Any other information					
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	