



Non-residential (day visit) course 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			
No. of students		Age range of students		No. of staff	
What are the aims and learning objectives for your course? (Examples – teamwork, building confidence, problem solving, developing positive attitudes or independence)					
1.					
2.					
Are there any activities that you would particularly like to include in your programme? Please list.					
Do you want the course to support/meet any other curriculum objectives? Please give details.					
Any other information (e.g. wheelchair access, additional needs, medical information)					
Food/drink requirements and required timings for these:					
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	