Event Booking form

To request a booking for any SUSchool workshop, please complete ALL items below. *(Please contact us if you need to explore any aspects).* We will then contact you, to confirm or to explore alternative dates:-

Office use only

Confirmed by

Confirmation date

My name **My position**

School / Organisation

Address

Phone **Email**

Date/s preferred

Venue for workshop (Please say if at the ATC / at your school/ where ?)

Leader

1st Workshop (name) **Start time** **Finish**

Leader

2nd workshop (name) **Start time** **Finish**

Confirmed?

Space required for lunch (at ATC)**?** **Start time** **Finish**

Age of students **No of students**

No of Adults (we ask for a ratio of 1 adult to maximum 15 students)

Any Special needs or other information?

Your Purchase/Order Number or name	**SUSchool Member?** *Yes/No ?*	*Confirmed?*
Cost of workshop materials (£20 for plastics recycling.£40 for willow weaving)	**Full Cost** ***(EXCLUDING VAT)*** £	*Received?*
1/3rd of this cost comprises a NON REFUNDABLE deposit, which we will retain in the event of a cancellation BEFORE ONE WEEK in advance of the workshop. If the workshop is cancelled one week or less, prior to the workshop date, then YOU WILL BE LIABLE FOR THE FULL COST.		
Office Use only Invoice Number	Date invoice sent	Dates payments received

Please return to:

SUSchool, Alternative Technology Centre, Hebble End, Hebden Bridge, West Yorkshire HX7 6HN