

Heworth CLC Secondary Booking Form Sept. 08 - July 09

School name:	Contact person:
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Please complete this form and return it by fax or mail.

- How many days would you like to book at Heworth Grange CLC?

1 day 2 days 3 days 4 days 5 days

- Which term would you like to make your visit?

Autumn 2008 Spring 2009 Summer 2009 Any term

- How many classes are you bringing on each day?

One class Two classes

- Complete the box below outlining the activities required for your booking. You can find more information about the range of activities from our web-site: www.hgclc.org Please supply as much information as possible to help us plan for your visit in the space below
- In order to ensure your visit is a success telephone 0191 4225882 to discuss the content of the sessions with Peter Haywood or Pat Dee.

- Children will need to bring a packed lunch on the days of their visit.
- With regards to payment for buses please note that;
 - Travel firm invoices will not be paid directly by the CLC.
 - Please pay invoice sent to you from travel firm
 - Attach a photocopy of invoice to a covering letter/invoice on school letterhead requesting reimbursement.
 - for payment to Gateshead schools please make clear whether you would like payment by Gateshead cheque or internal transfer
 - for cheque payment, please state full payee name.
 - for internal transfer please quote full Agresso account code and cost centre

FAX BACK Application Form (FAX Number 0191 4202320)