



## West Lancashire Council for Voluntary Service Training Programme 2010 Booking Form

Please complete the following information:

<b>Name of Training Session</b>	
<b>Date of Training Session</b>	

<b>Name of Participant</b>	
<b>Organisation Name</b>	
<b>Contact Address Including Postcode</b>	
<b>Contact Email Address</b>	
<b>Contact Telephone Number</b>	
<b>Invoice Address</b> (if different from above)	
<b>Mobility/Access Requirements</b>	
<b>Dietary requirements</b>	

**Please Note:**

- Pre booking of all courses is a requisite
- A Booking Fee of £10 is required for all courses except those where a registration fee is required, no later than 7 working days prior to the start of the course. Cheques should be made payable to West Lancs CVS.
- Booking fees will be returned upon attendance, registration fees cannot be returned as these are paid to the awarding body
- For Food Hygiene courses attendance on two days is required to gain certification
- Registration for all courses is 30 minutes ahead of course start time i.e. if course starts at 10am then registration is from 9.30am

Send this booking form along with your booking fee / registration fee to  
**West Lancashire CVS, The Ecumenical Centre, Northway, Skelmersdale, WN8 6LU**  
**Fax: 01695 558073**

Email enquiries@wlcvs.org or Telephone on 01695 733737