



BROCKS HILL ENVIRONMENT CENTRE

TOURS & TALKS BOOKING FORM



I/we wish to book: *(please tick)*

Tour of the Centre

Talk about the Centre & Country Park

Tour of the Country Park

Name of Group/Society:.....

Name of Contact Person:.....

Telephone No. of Contact Person:.....

Address
(unless you inform us otherwise, this address will be used for invoicing purposes)

Date of Tour/Talk:.....

If a talk is requested at a venue other than the Environment Centre please give the name and address of the venue:

Start Time:

Approximate number of people attending:

Is catering required *(for bookings at the Environment Centre only)* YES NO

Total Charge:£..... *(Refer to list of charges on information sheet)*

*The charge is in accordance with the scale of charges drawn up by the Council. Charges are usually reviewed annually and any alterations come into effect from 1st April each year. The charge made for your booking will be that which is prevailing **at the time of the event** and you should be aware that this may alter from the time of your booking. Please do not send any money now, an invoice will be sent to you.*

Signed:.....Date:

On behalf of (group/society):.....

Position Held:.....

OFFICE USE ONLY

	<i>Date</i>	<i>Initials</i>
Entered into Diary		
Acknowledgement Sent		
S/D Raised		

Brocks Hill Environment Centre, Washbrook Lane, Oadby, Leicester, LE2 5JJ

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Brocks Hill Country Park & Environment Centre is part of Oadby & Wigston Borough Council



INVESTORS IN PEOPLE