**Booking Form**

Please fill in and return to youth@matthewproject.org

|  |  |  |  |
| --- | --- | --- | --- |
| Contact Name: |  | Position Held: |  |
| Organisation: |       |
| Address: |  |
| Telephone: |  | Email: |  |

**For invoicing purposes please provide the following details if different to above:**

|  |  |  |  |
| --- | --- | --- | --- |
| Contact Name: |  | Position Held: |  |
| Address: |  |
| Telephone: |  | Email: |  |

**Please indicate below the number of each session you require:**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Education session (1E)**Story of Matthew (yr 6)**Cost: £130 per session |       | Education session (2E)**Drugs & alcohol what are they and how do they affect me?**Cost: £130 per session |       | Education session (3E)**Safer Night Out Planning**Cost: £130 per session |  |
| Programme (1P)**Covid-19 - Navigating the new normal**Cost: £850 per programme |  | Programme (2P)**Call the shots**Cost: £850 per programme |       | Assembly\*\*Free with a purchased session delivered on the same day |       |

|  |
| --- |
| Additional Information:       |

|  |  |  |  |
| --- | --- | --- | --- |
| Key Stage / Age of Group |  | Number Attending per session: |       |
| Additional Information:  |

|  |  |
| --- | --- |
| Possible dates: |       |
| Times of Session(s) |        |
| Approx. length of session(s) |        |
| *Whilst we are unable to guarantee specific dates, we will do our best to accommodate your request.* |

Please ensure your Covid-19 Risk Assessment is attached to this booking. We are unable to proceed your booking until we have received this.

|  |  |  |
| --- | --- | --- |
| Covid-19 Risk Assessment attached:  |      Yes | No |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Do you require staff to wear PPE? | Yes | No |  |       |
| Additional Covid-19 Information: Please can you include here any specific instructions for our staff when onsite.  |

|  |  |  |  |
| --- | --- | --- | --- |
| Print name: |       | Date: |  |

**FOR OFFICE USE ONLY**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Covid-19 Risk Assessment attached: | Yes | No | Session booked:  | Yes  | No (If no, why?) |

|  |  |
| --- | --- |
| Date/s session/s: |       |
| Agreement sent:  |        |
| Invoice info: |        |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Session Type** | **Cost per session** | **Number of sessions/programmes** | **Total cost** | **Delivery dates** |
| 1E | £130 |  |  |  |
| 2E | £130 |  |  |  |
| 3E | £130 |  |  |  |
| 1P | £850 |  |  |  |
| 1P | £850 |  |  |  |
| Assembly  | Free with a purchased session delivered on the same day. |  |  |  |