

Workshop booking form

Workshop type _____

Organisation _____

Number of attendees _____

Contact name _____

Phone/mobile _____

Email _____

Billing Address _____

Workshop Address

Leave this blank if you need us to arrange a workshop space. Additional fees will apply.

To ensure the best training experience we require the following:

- Laptop
- Projector/Smart Screen
- Speakers/Microphone
- Whiteboard
- Open space for activities
- Table to display resources

Our cancellation policy
Cancellation within 14 - 8 days of a workshop incurs a 50% surcharge. Within 7 days incurs a 100% surcharge.

Please confirm your acceptance of this booking by signing this form below.

Full name of signatory _____ x _____

Your booking will be arranged upon receipt of this signed form and 50% deposit paid to PBWest. Balance is due 30 days before a workshop. Confirmation of event will occur when full payment has been recieved by PBWest.