

# Work-related learning activity booking form

Please complete a separate form for each activity being booked. Additional copies of this form can be downloaded from the REBP website.

School or college	
Contact name	
Telephone number	
Email address	

Activity name	
Preferred date(s) (if applicable)	
Number of students	
Any additional information (for example sector area for insight) days)	

Signed	
Date	

Once your booking form has been received, REBP will contact you to discuss your specific requirements and confirm availability on the requested dates. Bookings will be made on a first come first served basis.

Once confirmed, events are subject to the following cancellation charges:

- less than four weeks notice – 50% of the full cost.
- less than two weeks notice – 100% of the full cost.

Please return completed forms to:

Richmond Education Business Partnership, Regal House, London Road, Twickenham, TW1 3QB

Email [r.mir@richmond.gov.uk](mailto:r.mir@richmond.gov.uk)

Fax 020 8487 5393