

IN-HOUSE WORKSHOP BOOKING FORM



Thank you for requesting an in-house workshop with Early Childhood Council.

Please read the following information, fill in the booking form and send to events@ecc.org.nz

Notes

- All workshops are half-day (four hours)
- A workshop with 10 or less people
 - \$800 + gst (community centre)
 - \$1000 + gst (private)
- A workshop with 11 or more people will cost
 - \$70 + gst per person (community centre)
 - \$85 + gst per person (private centre)
- There will be a 10% administration fee for any cancellation
- Payment within 7 days from Workshop completion.

Course Information – Office to complete	
Course Type	
Course Date	
Course Time	
Cost	
Maximum number of attendees	
Special Instructions	

Customer to complete sections below			
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Venue Details	<input type="checkbox"/> Our Own Premises	<input type="checkbox"/> Alternative Venue	
Venue Name			
Street Address			
Suburb			
Equipment available	<input type="checkbox"/> Whiteboard	<input type="checkbox"/> Data Projector	<input type="checkbox"/> Screen

Customer Details			
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Centre Name			
Postal Address			
Physical Address			
Booking Contact Name		Phone No	
Email		Mobile	
Account Payable Contact		Invoice No	
Name of Approving Manager			
Signature :			

Scan and email	Phone
events@ecc.org.nz	04 4710391 option 9