



Course Booking Form

Group Booking Information

To book on any of these courses as a group, please contact –
Montagu Clinical Simulation Centre (01709-321140) to discuss requirements

Course Details (Refer to Website)

Course Title	
Course Date(s)	

Second Course Preference (Refer to Website)

Course Title	
Course Date(s)	

Personal Details of Delegate

Title	
First Name	
Last Name	
Occupation	
Department/Place of Work	
Name of Line Manager	
E-mail Address	
Contact Numbers <i>(You will only be contacted at home in the event of a course cancellation and failure to contact you at work)</i>	Mobile Work (with bleep if applicable) Home
Contact Postal Address <i>(Only used if you do not have an email address)</i>	
What type of leave have you taken in order to attend this course?	Please circle Study Leave / Annual Leave / Own Time
How did you learn about this course?	
Emergency Contact Number	

Car Parking – Available in the Visitors car park (£1.20 up to 4 hrs or £2.20 per day). Please do not try to use the staff car park unless you have the appropriate payment card. Further information regarding free parking available from General Office 01709-321111

Lunch - Please bring your own; use the WRVS or canteen, as the Centre does not provide this.
Drinks - Free hot drinks available in the Centre or cold drinks at 50p per can.

We appreciate and understand that sometimes it is unavoidable that you have to cancel your place on a course, but PLEASE give as much notice as possible to enable us to offer your place to another person.

'A Wasted Place is a Waste of Space'

For office use only:

Date received	
Course place allocated?	
If not, alternatives sent? Date.	
First or Second choice allocated?	
Date confirmation sent	