### A picture containing game  Description automatically generated

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| **# WORKSHOP BOOKING FORM** |
| **SCHOOL/ ESTABLISHMENT ORGANISATION NAME****Organisation Address:****PERSON COMPLETING FORM:****Name:****Email:****Contact Number:** | Please **call ahead** to check diary availability prior to completing this form - then email : **info@ruffandruby.com** to book in a group session with us! **To see our courses and workshops please see the next page.**  |
| **DATE** | **WORKSHOP/ COURSE** | **START /END TIME** | **Group number** | **Year Group** | **Gender** | **Any Notable details e.g. disabilities** |
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**#OURREQUIREMENTS**

* Please ensure the space that the team are delivering in is already set up **PRIOR to arrival**
(NB. staff won’t be able to move furniture on arrival as they have done previously)
* Please provide an **IT technician available** to the team on arrival: we use a MAC PC but have the connectors required.
* Payment to the charity for services provided MUST be **PAID PRIOR or on the day** of delivery (by bank transfer) - please indicate when you have paid this
* Cancellations of **14 days or less** will result in a **£100 charge**. (Must be paid within 14 days) to the organisation.
* If Ruff & Ruby cancel for any unforeseen circumstances such as staff illness or an emergency, then we will seek to deliver the workshop/ group at other dates suitable for you ASAP.

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| Your information will be used for internal business purposes only. On occasions we may use your data to contact you with regards to our services. Please tick here if you don’t want us to contact you 🞏 |
| I / we agree to the terms & conditions :**TOTAL COST £ (including petrol & resources)** Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ ( On behalf of the above named School /Organisation) |
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**PLEASE RING FOR DIARY AVAILABILITY PRIOR TO COMPLETING THIS FORM & SEND INTO** **info@ruffandruby.com**