

**Life Education Centres West Sussex  
PO Box 589 Chichester PO19 9FF  
e-mail admin@lecws.org.uk**



Helping Children Make Healthy Choices



<b>Booking Form</b>	<b>DATE:</b>
<b>School Name:- Address</b>	
<b>Telephone No.</b>	
<b>HEAD TEACHER</b>	
<b>Contact</b>	

**Proposed  
number of days**

**DATE  
OF VISIT:-**

**PLEASE NOTE: The charge is £340 per day,  
\*NB For smaller schools a special rate can be negotiated.  
We would appreciate a £50 per day deposit, non-returnable should the booking be  
cancelled by the school. Your cheque will be deemed confirmation of the booking and  
should be made payable to 'Life Education Mobiles Ltd'  
For queries please contact the Life Education Adviser or Admin.Coordinator**

*The school will be invoiced soon after the visit has taken place, as per the Booking form. Please note that VAT is charged in addition to the agreed rate per day and can be reclaimed by the school. To further our help to the children of West Sussex it would be very much appreciated if settlement could be made within 30 days of invoicing, **minus of course your booking deposit.***

**PLEASE READ CAREFULLY:**

To enable us to ensure that the mobile classroom is delivered with the least inconvenience to the school, would you please be kind enough to provide the following information and a telephone number for your Caretaker so that our driver may be able to make contact outside of school hours.

NAME

Earliest time for access \_\_\_\_\_ Is site secure overnight Yes/no  
Could classroom be delivered the day before the booking? Yes/no

Notes on siting (Playground, access position details please). Site should be fairly level and on hard ground  
Dimensions of Mobile Classroom: 7.00 m long and 3.08m wide. Clearance required on both sides of 1.5m for doors and access steps. **2 -13-amp power sockets are needed within 30m of the mobile.** (RCD's installed to protect the system against electric shock)

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Signature & name of person dealing with this at the school:-  
Returned to administrator on:

PTO

It would be of great help for time-tabling purposes if the following information could be provided relating to this Booking:

<b>YEAR</b>	<b>No of classes in each year group</b>	<b>No in each class</b>	<b>Total in year group</b>	<b>Any times to be avoided e.g. PE</b>
Nursery				
Reception				
Year 1				
Year 2				
Year 3				
Year 4				
Year 5				
Year 6				
Year 7				
Year 7 Transition to Secondary: Summer Term only				
Assembly		<b>Grand total</b>		

<b>SCHOOL TIMES</b>			
Start		Lunch Juniors	
Morning break		Afternoon break	
Lunch Infants		Home	

**Please be kind enough to return this form with the £50 deposit per day payable to Life Education Mobiles Ltd, to the Administration Coordinator:  
LECWS PO Box No 589 CHICHESTER PO19 9FF**

Any queries regarding this booking may be made by either phoning  
01243 788060 or mobile 07837 904573 or e-mail admin@lecws.org.uk

**FOR OFFICE USE ONLY:**

Date of confirmation letter.....Deposit received £.....

Copied to: JY / BS / KB / HS.....

INVOICE NO:..... PAID.....Rev BNS 0109