

**1. Name of Church/Group** \_\_\_\_\_

Name of organiser \_\_\_\_\_ Denomination \_\_\_\_\_

Designation \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_ Post Code \_\_\_\_\_

Phone (Day) \_\_\_\_\_ Fax \_\_\_\_\_

Phone (Eve) \_\_\_\_\_ Mobile: \_\_\_\_\_

E-mail \_\_\_\_\_ *Correspondence will be sent to this email address.*

Person who will be responsible for the event on the day (if different)

Name \_\_\_\_\_ Phone (Day) \_\_\_\_\_

Phone (Eve) \_\_\_\_\_ Mobile \_\_\_\_\_

**2. Details of Venue**

Name & Address of Premises \_\_\_\_\_

Town \_\_\_\_\_ County \_\_\_\_\_

Post Code \_\_\_\_\_ Phone No. \_\_\_\_\_

Is there sound/projection equipment available to use? Give details:

\_\_\_\_\_  
\_\_\_\_\_

Presenters bring a lot of resources; please let us know if there are any unloading or parking difficulties.

\_\_\_\_\_  
\_\_\_\_\_

**3. How Many?**

How many people are expected to attend? \_\_\_\_\_

**4. What sort of training do you want us to provide?**

Please describe with as much detail as possible the training you are seeking/aspects you want covered.

Alternatively if you have already discussed the details with us please say. Some information about the target audience would also be helpful (eg church leaders/children's workers/child protection professionals etc)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

*Continue at foot of next page if necessary*

**5. Possible date/time**

Please indicate suggested timing and dates below or give any date that has been *provisionally* agreed.

Possible dates/times:

- 1. \_\_\_\_\_
- 2. \_\_\_\_\_
- 3. \_\_\_\_\_
- 4. \_\_\_\_\_
- 5. \_\_\_\_\_
- 6. \_\_\_\_\_

**6. Our charges**

CCPAS is a charity and we have to seek to cover the training costs. The suggested fee based on one trainer for planning/delivery is £500.00 per training day (less £50 for CCPAS members), plus expenses (travel / overnight accommodation if needed) and cost of workbooks at reduced rate of £5 each. The basic cost is payable a month before the event. The additional costs can be paid after the event when the number of participants is known. The trustees are committed to ensure that CCPAS services are not declined for lack of finance. Organisations unable to meet our charges should send an email to [training@ccpas.co.uk](mailto:training@ccpas.co.uk) and state what they can reasonably afford to pay so this can be considered.

**7. Anything else you don't understand or want to discuss?**

If you are happy to proceed on the basis described, please sign below, otherwise discuss any problems with us by contacting Karen Ledger on [training@ccpas.co.uk](mailto:training@ccpas.co.uk) (0845 120 4550 option 3)

Signed \_\_\_\_\_ Date \_\_\_\_\_  
(Name of Senior Officer/Leader or the Minister)

***Please email the form to [training@ccpas.co.uk](mailto:training@ccpas.co.uk) or send by post to CCPAS PO Box 133, Swanley, Kent. BR8 7UQ Karen Ledger will then consult with the CCPAS presenter who will be running the training and get back to you as soon as possible to confirm the details.***

Please note that all services provided by CCPAS are subject to its Terms of Service as outlined in the following link;

<http://www.ccpas.co.uk/documents/Terms-of-service.docx>