**Client Information**

|  |  |
| --- | --- |
| * **Name of school** | Click here to enter text |
| * **Name of coordinator** | Click here to enter text |
| * **Designation** | Click here to enter text |
| * **Phone** | Click here to enter text |
| * **E-mail** | Click here to enter text |

**Project Information**

|  |  |
| --- | --- |
| * **Project Title** | Click here to enter text |
| * **Date(s)/No. of sessions** | Click here to enter text |
| * **Time** | Click here to enter text |
| * **Duration** | Click here to enter text |
| * **No. of students** | Click here to enter text |
| * **Academic Level** | Click here to enter text |
| * **Content** | Click here to select  If others, specify: Click here to enter text |
| * **Special Requests**   **(If any)** | Click here to enter text |

**Meal Information**

|  |  |
| --- | --- |
| * **Meal requirement** | Click here to select |
| * **Meal type** | Click here to select |
| * **Meal preference** | Click here to select |
| * **Meal restrictions** | Click here to enter text |
| * **Meal order quantity** | Click here to enter text |
|  |  |

**Medical Conditions**

Please fill in the details of any medical conditions, which **might affect the programme or food order** (e.g. Name of condition -Name of allergen/trigger- no. of students with this condition)

Click here to enter text

**Pricing Information**

|  |  |
| --- | --- |
| * **Budget** | Click here to enter text |

**To Book:**

1. Please complete the above form to indicate your request.

2. We will notify you of the status of your booking within 3 working days.

**Privacy Policy:**  
Information collected in this form is for Brainworks Education enrichment programme booking purposes only and will not be sent to third parties. This form may be copied if necessary for booking purposes.

**Cancellation Policy:**

* All cancellation & any booking amendments have to be sent to us at least 10 working days (by5.30pm) before event date.
* All bookings received will indicate that participants have agreed to the cancellation policy.