



Course reservation

** Please photocopy and fill in a separate form for each applicant. If the course is exclusively for your company please print the name of each student on the attached form.

Please return to: AM Training Services Ltd, 6 Farman Close, Swindon, Wilts. SN3 6DP
Tel: 0800 0832035 or 0790 5005884
Fax: 01793 639548
e-mail: enquiries@amtrainingservices.co.uk
website: www.amtrainingservices.co.uk

Course Title:	
Course Dates:	
Time:	
Venue:	
Company Name:	
Company Address:	
Contact:	
Position	
Tel:	
Fax:	
Email:	
Details of any previous related training**	
Company Purchase Order:	
Authorised signature:	

For cancellation charges, please see attached Terms & Conditions. Please complete the student names below.

AM Training Services Ltd reserves the right to cancel or amend course dates, times, and contents. In circumstances beyond our control, a course may have to be cancelled at short notice. In all such circumstances, we will do our utmost to provide a suitable alternative.

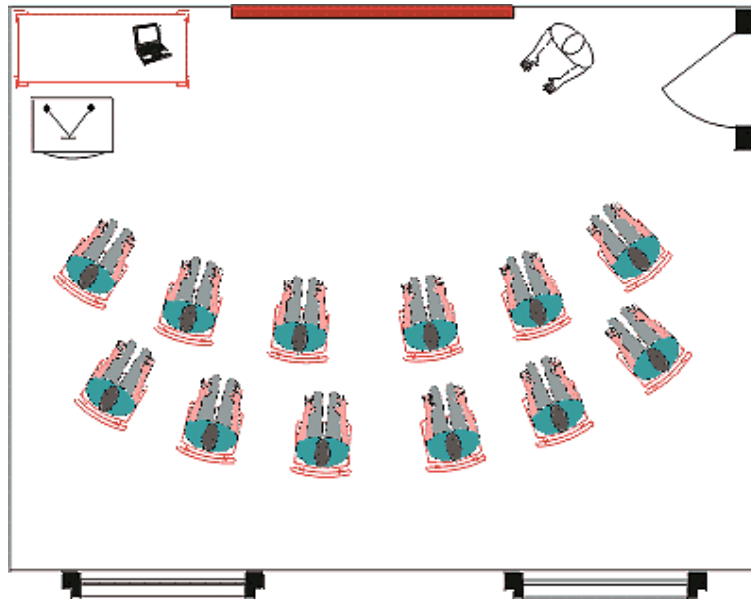
Company Number 4855116 Registered in England and Wales
Approved by the Health & Safety Executive, Pre-School Alliance and National Child Minding Association



TRAINING ROOMS

To enable us to provide the professional level of training you expect, we would ask that the room provided meets the dimensions below:

Minimum room sizes per adult participant in the group
 (12 participants' no less than 900 square feet)



Formula for Calculation of Room Size	Maximum Number of People	Room Area (Sq. Ft)	Room Dimensions (Ft)
Basic size for up to 6 participants.	6	300	15' x 20'
Add 100sq ft per additional individual.	8	500	20' x 25'
Allow additional space for odd shaped rooms.	10	700	35' x 20'
Additional space for chairs, tables and any specialised equipment required.	12	900	35' x 25'
	16	1300	45 x 30 approx.

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