

**ABC Project Terms & Conditions**

1. **Cambridgeshire & Peterborough**

Our workshops are **FREE** to all organisations and individuals in both Cambridgeshire and Peterborough as these are the areas covered by the funding we receive from the Big Lottery. However **donations** to Dhiverse are always welcome and help us to support more people in need of our services.

1. **Outside of Cambridgeshire & Peterborough**

If you are an organisation outside of Cambridgeshire and Peterborough and you would like to buy any of our workshops, please check the ABC page of our website or call 01223 508805 for more information.

1. **General – please also see our organisational Terms and Conditions on the website**
	* + - As a charity we are unable to pay for cover staff so on the rare occasions that we have an issue with staffing or travel, we reserve the right to cancel a workshop/s.
* A cancellation charge might apply if sufficient notice isn’t given.
* To ensure that participants get the most out of our workshops our policy is to have a maximum of 12 per workshop.
* Only bookings made on our booking form will be deemed to be a confirmed booking.
* Before completing this booking form or for more information please contact:

**Liz MacKenzie, ABC Project Manager:**

**E: elizabeth@dhiverse.org.uk M: 07985 447846 T: 01223 508805**

to check availability. Once you have confirmation that the dates and times are available you will need to complete the booking form and return to it to Liz by email.

**ABC Project Booking Form**

|  |
| --- |
| **WORKSHOPS** |
| **The ABC Programme covers:** Understanding relationships; being assertive & communication skills; consent; keeping safe and taking risks; staying safe online and in the community; sexual health; anger management and can be delivered as follows: **Please tick how you would like the programme to be delivered:** |
| **ABC Programme 6 single session workshops**  |  |
| **ABC Programme 3 double session workshop** |  |
| **Understanding ABC workshop** |  |
| **Additional information you think would be helpful to us:**  (e.g. if the programme is for a group; individual; couple; family? Range and level of abilities?): |
| **CONTACT & SESSION/S DETAILS** |
| Name of school or organisation |  |
| Address |  | Postcode |  |
| Contact name |  | Job title |  |
| Email address |  | Tel. no |  |
| Preferred workshop date/s(subject to availability) | Start time | ABC Programme: Age/age range of participant/s? | Understanding ABC: Parents/Professionals or mixed?  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
| Are you buying a workshop and if so what is the total agreed cost? |  |
| Are you making a donation and if so how much? |  |
| **Donations and payments to:** **Account name: DHIVERSE A/C no: 02440872 Sort code 30-91-56** **Alternatively donations can be made through our website using the ‘Donate’ tab.**  |