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## In-House Workshop Booking Form

Please print clearly

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Name: \_\_\_\_\_ Date: \_\_\_\_\_

Centre/Agency: \_\_\_\_\_

Email: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_

I would like the following workshop:

\_\_\_\_\_ on \_\_\_\_\_ at \_\_\_\_\_  
(workshop title) (date) (time)

☐ **Mini Workshop Option (teams of 8 or less participants)**

☐ **Yes!** I would like to include the **Coaching Package**

Each coaching package includes a 2 hour workshop with 10 hours of follow up coaching and support.

Total cost per coaching package \$980.00

Signature: \_\_\_\_\_

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*\* Please submit workshop requests to Tina for registration confirmation: [tina@inspiredmindsecc.ca](mailto:tina@inspiredmindsecc.ca)*

**Workshops include the following:** workshop poster, handouts, course materials, "Certificate of Completion"

### Terms and Conditions:

- Signing of booking form and written confirmation of booking from **Inspired Minds Early Childhood Coaching and Consulting** confirms booking
- Payment is due at the time of booking for all workshops;
- 50% deposit (non-refundable) required for all workshops and PD conferences
- 2 hour workshops are \$480.00 (includes up to 20 participants)
- 3 hour workshops are \$600.00 (includes up to 20 participants)
- Additional participants are \$20 each for each 2-hour workshop/\$25 for 3 hour workshops
- 2 hour mini workshops are \$340.00 (includes up to 8 participants)
- 3 hour mini workshops are \$480.00 (includes up to 8 participants)
- \$100 rescheduling fee will be charged for any rescheduled workshop without 7 days' notice
- 50% cancellation fee will be charged for any cancelled workshop without 7 days' notice
- No refund for rescheduled or cancelled events within 48 hours' notice
- Prices shown do not include 5% GST

### Payment Policy

Payments can be made by credit card, e-transfer or company cheques.

Please make all cheques payable to:

**Inspired Minds Early Childhood Coaching and Consulting**

Email: [tina@inspiredmindsecc.ca](mailto:tina@inspiredmindsecc.ca)

Call Tina: 780-991-0523