

# VENUE APPLICATION FOR DRIVER CPC COURSE



YOUR DETAILS	
Company Name	
Name of Venue (if different from above)	
Address	
Postcode	
Tel No	
Email	
Web address	
Contact name	
VENUE DETAILS	
Maximum number of delegates (Each delegate requires seating and access to a table)	
Refreshments (The venue must be able to provide water on the table, tea & coffee and a light lunch)	YES / NO
Toilet Facilities	YES / NO
Car Parking (Maximum number)	
Are you able to offer this facility to other oil company drivers?	YES / NO
EQUIPMENT AVAILABLE	
White Board & Pens	YES / NO
Flip Chart & Pens	YES / NO
Projector for use with laptop	YES / NO
Projection Screen	YES / NO
Television	YES / NO
DVD Player	YES / NO
Electrical extension cable	YES / NO
Number of electrical sockets in room	

Please note that on average courses will run from 8.00 am to 5.00 pm

Completed forms should be returned to:

Federation of Petroleum Suppliers Ltd, 6 Royal Court, Tatton Street, Knutsford, WA16 6EN  
 Tel: +44 (0)1565 631313 Fax: +44 (0)1565 631314 Email: office@fpsonline.co.uk

