

**LAMDA Examinations**

**New Centre Registration Form**

<b>Centre/venue name:</b>	
<b>Contact name at venue:</b>	
<b>Venue address:</b>	
	<b>Postcode:</b>
<b>Venue contact details:</b>	<b>Telephone:</b>
	<b>Fax:</b>
<b>Teacher in charge:</b>	
<b>Address:</b>	
	<b>Postcode:</b>
<b>Contact details:</b>	<b>Telephone: (Home)</b>
	<b>Telephone: (Mobile)</b>
	<b>Fax:</b>
	<b>e-mail:</b>
<b>Examination timings:</b>  (please be as flexible as possible)	<b>Earliest morning start:</b>
	<b>with lunch at:</b>
	<b>Afternoon re-start:</b>
	<b>To finish no later than:</b>

**Please turn over →**

<b>Examination rooms available:</b>	<b>Number of rooms available:</b>
	<b>Number of large rooms: (for acting/group exams/diplomas etc)</b>
	<b>Number of rooms with disabled access:</b>
<b>Accommodation:</b>  (please give full details of reasonably-priced hotels / guest houses in the area)	<b>Accommodation 1:</b>
	<b>Accommodation 2:</b>
<b>Transport information:</b>	<b>Nearest rail station:</b>
	<b>Are taxis readily available at this station?</b>
	<b>Are you able to collect/return the Examiner from/to the station?</b>
<b>Additional information:</b>  (please use this section to provide any additional information about your centre which you think will be useful to us)	

**Please complete and return to the Examinations Office. Thank you**

**For LAMDA Examinations Office Use**

<b>Date form received</b>	<b>Date centre registered</b>	<b>New centre code</b>	<b>Updated by</b>