

# AA Training Application

For office use only

Staff	Initials
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## 1. Establishment details

Establishment name:

Address:

Postcode:

Contact name and job title:

Tel no (inc area code):

Fax no (inc area code):

Email address:

## Workshop details

Are there any specific dates you would prefer to have your training workshop(s) scheduled?\*:  
 YES  NO  \*DATE CONFIRMATION IS SUBJECT TO AVAILABILITY  
 If YES, please provide details:

Is there a specific reason for your workshop training?  
 General assessment of service levels   
 Gap analysis for reclassification of rating   
 Other:

## 2. Training workshops

### Prices from:

- Rosette academy (full day only): £3,600.00 (£3,000 + VAT)
- Restaurant academy (full day only): £3,600.00 (£3,000 + VAT)
- Wine & bar service:
  - full day: £2,400.00 (£2,000 + VAT)
  - half day: £1,800.00 (£1,500 + VAT)
- Hospitality & service workshop:
  - full day: £2,400.00 (£2,000 + VAT)
  - half day: £1,800.00 (£1,500 + VAT)
- Revenue management workshop:
  - full day: £1,200.00 (£1,000 + VAT)
  - half day: £900.00 (£750 + VAT)
- Housekeeping quality:
  - full day: £1,200.00 (£1,000 + VAT)
  - half day: £900.00 (£750 + VAT)
- Quality awareness:
  - full day: £1,200.00 (£1,000 + VAT)
  - half day: £900.00 (£750 + VAT)
- Concierge, butler & valet training:
  - half day: £900.00 (£750 + VAT)
- Hospitality Stars: £1,800.00 (£1,500 + VAT)
- Five Star  / Red Star  workshop:
  - full day: £2,820.00 (£2,350 + VAT)
  - half day: £2,115.00 (£1,762.50 + VAT)
- Telephone & complaint handling:
  - half day: £900.00 (£750 + VAT)
- Modular "a la carte" training (a minimum of three sessions must be purchased and run on the same day):
  - 3-4 (cost per session): £180.00 (£150 + VAT)
  - 5-8 (cost per session): £150.00 (£125 + VAT)
  - 9-12 (cost per session): £120.00 (£100 + VAT)
  - 13+ (cost per session): £90.00 (£75 + VAT)

## 3. Payment

We require payment for all training and consultancy services to be included with this application form.\*

Please choose your method of payment:

### Cheque

Please make cheques payable to Automobile Association and send together with this form to:  
 AA Hotel Services, Fanum House, Basing View, Basingstoke RG21 4EA

Total amount: £ \_\_\_\_\_

### Credit/debit card

Please complete the following details:

Card: Visa:  Mastercard:  Maestro:

Card number: \_\_\_\_\_

Expiry date: \_\_\_\_/\_\_\_\_ Issue number: \_\_\_\_\_

Cardholder's name: \_\_\_\_\_

Total amount: £ \_\_\_\_\_

### BACS

Please transfer the total amount to the bank details below quoting HOTEL SERVICES TRAINING as your reference:

HSBC, Poultry & Princes Street branch  
 Sort code: 40-05-30 Account number: 12233053  
 Total amount: £ \_\_\_\_\_

PLEASE POST YOUR APPLICATION FORM TO: AA HOTEL SERVICES CUSTOMER SUPPORT, FANUM HOUSE, BASING VIEW, BASINGSTOKE RG21 4EA.

\*Establishments may be invoiced after the services has been provided for additional expenses incurred. Please refer to Clause 13 in the Terms & Conditions or contact AA Hotel Services for further information.

## 4. Declaration

I apply for the establishment named to receive the training workshop(s) selected. I confirm the information provided is correct and that I accept the terms and conditions set out overleaf.

SIGNED: \_\_\_\_\_ NAME: \_\_\_\_\_  
 POSITION: \_\_\_\_\_ DATE: \_\_\_\_\_