

Education and Lifelong learning Evening Lets – Booking Form

School Name:							
<u>Single Booking</u>							
Day		Date of Let					
Access Time		Vacate Time					
<u>Continuous Booking</u>							
Days							
Access Date		Vacate Date					
Access Time		Vacate Time					
Hirer's Details							
Organisation Name							
Contact Name							
Address					Postcode		
Telephone		Email					
Facility Required	Please tick	Facility Required	Please tick	Facility Required	Please tick		
Games Hall	<input type="checkbox"/>	Kitchen	<input type="checkbox"/>	Other: Please Specify	<input type="checkbox"/>		
Hall	<input type="checkbox"/>	Using Cookers	<input type="checkbox"/>				
Gym	<input type="checkbox"/>	Dining Room	<input type="checkbox"/>				
Room	<input type="checkbox"/>	Outdoor	<input type="checkbox"/>				
Do you have a constitution?							
Are you affiliated to a National Body?		If so who?					
Age group of majority of membership (i.e. Over/Under 16 years of age)							
Purpose of Hire							
Expected Numbers attending each session							
Is Seating Required?		Number of Seats					
Declaration	I accept full responsibility and liability for this booking and subsequent let. I/We ensure I/we will fully comply with Scottish Borders Council Conditions of Let and Fire Evacuation Policy.						
Signed					Date		
<u>For Office Use Only</u>							
The cost will be		Hrs @ £		+ VAT (if applic)	£	=£	
Additional Charges:							
Kitchen Super.		Hrs @ £		+ VAT (if applic)	£	=£	
Janitor		Hrs @ £		+ VAT (if applic)	£	=£	
Weekday Suppl.		Hrs @ £		+ VAT (if applic)	£	=£	
Weekend Suppl.		Hrs @ £		+ VAT (if applic)	£	=£	
No. of Lets		Notes					
Total Charge							
Signed (on behalf of school)					Date		