

# STROMNESS ACADEMY COMMUNITY SCHOOL

BOOKING FORM : SINGLE EVENT

Name of Organisation \_\_\_\_\_

Nature of Activity \_\_\_\_\_

## Facility required

Games Hall		Library		Upper Pitch / Track	
Gymnasium		Theatre		Lower Pitch	
Fitness Suite		Dining Hall			
Changing Rooms		Classroom (s)			
		Music Room (s)			

Other (please specify) \_\_\_\_\_

**Details of event** Description \_\_\_\_\_

Date of event \_\_\_\_\_ Starting time \_\_\_\_\_ Finishing time \_\_\_\_\_

Special requirements (eg: seating, lighting, coffee, lunch etc) \_\_\_\_\_

Estimate of number to attend event \_\_\_\_\_

*(Maximum permitted number in the Theatre is 274, the Dining Hall - 240 seated and 350 for a dance)*

Name & Address of Applicant / Organiser \_\_\_\_\_

Tel No Daytime \_\_\_\_\_ Evenings \_\_\_\_\_

Signed \_\_\_\_\_ Date \_\_\_\_\_

Address to which invoice should be sent if different from above \_\_\_\_\_

Completed forms should be returned to:  
Front Office, Community School, Stromness Academy, Stromness, Orkney, KW16 3JS (Tel: 850660)

**FOR OFFICIAL USE** Date received \_\_\_\_\_ Date processed \_\_\_\_\_

Your booking is confirmed as shown above. You will be invoiced for the facilities used after the event has taken place. However, an estimate of the cost can be provided on request.

Signed \_\_\_\_\_ Position \_\_\_\_\_ Date \_\_\_\_\_