

# STROMNESS ACADEMY COMMUNITY SCHOOL

SPECIAL EVENT : BLOCK BOOKING

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

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

**Available facilities**      Games Hall      Library      Music Room (s)      Upper Pitch / Track  
Gymnasium      Theatre      Classroom (s)      Lower Pitch  
Fitness Suite      Dining Hall      All Weather Court  
Changing Rooms

**Facility required**      *(List all facilities with date and start / finish times)*

Day	Date	Facilities			Start time	Finish time
Sunday						
Monday						
Tuesday						
Wednesday						
Thursday						
Friday						
Saturday						

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

Special requirements \_\_\_\_\_

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 \_\_\_\_\_

Telephone 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 \_\_\_\_\_