

STROMNESS ACADEMY COMMUNITY SCHOOL

SPORTS FACILITY BOOKING FORM

Name of Organisation		Activity		Estimated number of Juniors <input type="text"/> Adults <input type="text"/> Total <input type="text"/>			FOR OFFICIAL USE			
Facility required (Please tick)		Day	Number of weeks	Date of first booking	Date of final booking	Preferred times (eg: 19.00-20.00)	Agreed time	Cost per booking	Total cost	
Games Hall										
Gymnasium										
Fitness Suite										
Changing rooms only										
Upper pitch / Track										
Lower pitch										
All weather court										
Other										
Any special equipment requirements										
Name & Address of Applicant / Organiser _____ _____										
Tel no: Daytime _____ Evenings _____										
Name & Address to which invoice should be sent if different from above _____ _____										
Signature _____ Date _____							Sub Total _____			
							VAT (if applicable) _____			
							TOTAL <input style="width: 100px;" type="text"/>			
Return to: Front Office, Community School, Stromness Academy, Stromness, KW16 3JS (Tel: 850660)										
FOR OFFICIAL USE		Date received _____ Date entered _____ Invoice no _____								
Your booking and fees are confirmed as shown above. Your invoice will be sent in due course. Payment should be made to Orkney Island Council, Council Offices, Kirkwall, KW15 1NY. (Cheques should be made payable to "Orkney Islands Council")										
Signed _____			Position _____			Date _____				