



FOR OFFICIAL USE ONLY

Date Received & Confirmed

Balance Due

Booking Ref

Payment Due By:

Booking Confirmed By:

LEISURE BOOKING FORM

Section 1		Applicants Details			
Customer Name				Membership No. (If applicable)	
Name of Organisation (If applicable)					
Address				Postcode	
(Preferred) Telephone No.	Daytime	Evening		Mobile	
I confirm I am over the age of 18.	Yes		No		
E-mail (If applicable)					

Section 2		Requirements: Please note that access will only be granted at the time requested and the venue should be vacated no later than the time stated on the form. Please consider set-up and clearing away times.					
Venue Required	Area Required	Start Date	End Date	Start Time	End Time		
eg Alloa Town Hall	Tommy Downs Room						
Other comments (dates not required)							
How many people will be attending? (approx)		How many under age of 18 years?		How many under age of 16 years?			
What layout do you require? eg. concert, round tables, conference, meeting style etc.							
How many tables?		How many chairs?		Please give approx numbers if possible			
Additional equipment or requirements? eg. sound/lighting/WI-FI), OHP, refreshments (tea and coffee)							
What is the best time for you to be contacted to discuss your requirements?							
Morning		Afternoon		Evening			

Section 3		About the Event	
What is the purpose of the event and what activities will be taking place? (Please be as specific as possible). Refer to Conditions of Let 1.8 for further information			
	No	Yes	Notes for 'Yes'
Will alcohol be sold as part of the hire?			Please see section 12 of the terms and conditions of let, as a licence will be required prior to the event taking place.
Will alcohol be consumed as part of this hire?			Please see section 12.6 of the terms and conditions of let.
Will food be prepared or heated within the venue as part of the let?			Please see section 13 of the terms and conditions of let.
If the event is open to the public, do you have public liability insurance cover?			Please see section 5.4 of the terms and conditions of let. An appropriate certificate of insurance is required.
Will gambling take place during the hire?			If yes, please describe the type of gambling which will take place in the box below. ie. raffle, tombola, etc.
Will tickets be sold for this event?			

Section 4		Declaration	
I have read and agree to abide by the Council's terms and conditions of let.			
By submitting an application by any method and/or making payment to the Council, I accept that these terms and conditions form part of our contract, even in the absence of a signature.			
I understand that Hirers are responsible during the let for its proper conduct and will be liable for the cost of:			
a. Repairs to damage caused to the premises and fixtures, fittings and other equipment therein.			
b. Any damage to the personal property of any individual, or injury caused to any individual, arising from or during the course of the let.			
Signature of Hirer			
I confirm I am over the age of 18.	Yes	No	
Application can be submitted			
- By e-mail to leisurebookings@clacks.gov.uk			
- By telephoning 01259 213131 Monday to Friday 9.00am - 5.00pm			
- In person or by post to the Alloa Library, Speirs Centre, 29 Primrose Street, ALLOA FK10 1JJ			
(Bookings in person Monday to Friday 9.00am to 5.00pm).			

Section 5		Disclosure Scotland Declaration	
There is a need under the Protection of Children Act 2003 where those persons responsible for booking School Lets and for subsequently supervision or arranging supervision that they understand their obligations under the above Act and that they or their Supervisors are not listed on the 'Disqualified from Working with Children' Lists or equivalent Lists kept in England, Wales and Northern Ireland. For purposes of clarification, 'Children' are those under the age of 18 years.			
The Council requires that any individual organiser, or group organiser (whether they supervise directly or use others to supervise the Let) indicates by signing the form that they are conversant with the relevant legislation and they have taken such steps as necessary to comply with that legislation.			
Signed.....	Print Name.....		
Date.....			