



Education &
Children's Services

Facilities Booking Application Form

Section 1 - to be completed by all

Name of Club/Organisation/Applicant _____

Registration/Membership No (if applicable) _____

Name and Address of Applicant _____

_____ Postcode _____

Telephone Number Home _____ Work _____

Mobile _____

Email _____

Section 2 - to be completed by all

Name of School/Campus you want to hire _____

Alternative School/Campus _____

What is the nature of your application? (tick as appropriate)

Single Use Booking Block Booking Event/Specialist Booking

Purpose of Use/Activity _____

Section 3 - only complete this section if you have ticked 'Yes' to Single Use Booking in Section 2

Single Use Booking

Day & Date Required _____

Time(s) Required _____

Alternative Dates (if applicable) _____

Section 4 - only complete this section if you have ticked 'Yes' to Block Booking in Section 2

Block Booking

Block 1 (July - September/October)	Block 2 (October - December)
Date(s)	Date(s)
Day(s)	Day(s)
Time(s)	Time(s)

Section 4 (continued)

Block 3 (January - March/April)	Block 4 (April - June) (July/August Education Use only)
Date(s)	Date(s)
Day(s)	Day(s)
Time(s)	Time(s)

Section 5 - only complete this section if you have ticked 'Yes' to Event/Specialist Booking in Section 2**Event/Specialist Booking**

Day & Date Required _____

Time(s) Required _____

Alternative Dates (if applicable) _____

Will spectators be present? Yes No If yes, number of adults _____ juniors _____Will admission be charged? Yes No If yes, how much? £ _____Will the event be sponsored? Yes No If yes, please give details _____Will the event attract media coverage? Yes No If yes, please give please details of whom this will be _____**Section 6 - to be completed by all****Facilities Required** (Please enter required number of courts, rooms etc)**Sports Facilities** Indoor Sports Hall Courts _____ Changing Rooms _____ Dance Studio _____

Gymnasium _____ Games Hall _____ Outdoor Pitches/Courts _____

Other Sports Facilities (please specify) _____

Additional Requirements (eg Sports equipment etc) _____

Non-Sports Facilities Art & Design Rooms _____ Assembly Hall _____ Conference Rooms _____

Craft Rooms _____ General Classrooms _____ Home Economics _____

ICT Rooms _____ Music Rooms _____ Theatre _____

Other Rooms (please specify) _____

Additional Requirements (eg room layouts, projectors, ICT Equipment - subject to availability) _____

Section 7 - to be completed by all external applicants where applicable

If the activity is sponsored by or being delivered in partnership with Perth & Kinross Council, please provide the following details (please ensure your application is authorised by your sponsor):

Name of Sponsoring Service Manager _____

Telephone Number _____ Service _____ Email _____

Perth & Kinross Council Sponsoring Service Manager's Endorsement

I confirm that this application is a sponsored/partnership event and as such is exempt from any room charges.

If the activity is run by a tutor or coach please provide the following details:

Name _____

Telephone Number _____ Mobile _____ Email _____

Does the person in charge of the hire hold a valid Tutor/Leader Qualification Certificate(s)? Yes No

Are you an individual/organisation working with children under 18 years of age? Yes No

Do all people doing regulated work with children have PVG Scheme membership? Yes No

Does the group operate an approved policy and procedure for the care and protection of young people under the age of 18 years of age? Yes No

If you are a sports club or organisation, do you hold a National Governing Body accreditation award? Yes No

If so, please state details _____

Is your sports club or organisation registered on the Perth and Kinross Accredited Club Excellence Scheme (PACES)? Yes No

If so, please tick level of award: Bronze Silver Gold

Section 7a - to be completed by all

Estimated number of participants attending: Adults (18 or over) _____ Juniors (Under 18) _____

Is the individual/group profit making? Yes No

Please provide fee details: £ _____ per person/session

Please Note: Individuals or Groups who charge class/course fees may be requested to provide audited accounts for verification purposes.

Section 8 - to be completed by all

Kitchen Use

Will you be heating, serving or preparing food in the kitchen? Yes No

Will you be using hot water for tea/coffee? Yes No

Will you be using kitchen utensils and/or washing up facilities? Yes No

If you plan on using a kitchen/home economics room for tutoring, do you hold a valid food hygiene certificate? Yes No

In hiring this kitchen you agree that the personnel who will be involved in food handling are appropriately trained and/or supervised to carry out safe food procedures and that in addition you will operate an appropriate food safety management system.

Hospitality/Catering Provision

Catering can be provided - for further information please contact:

Tayside Contracts

Tel 01738 447293 • Email perth.functions@tayside-contracts.co.uk • www.tayside-contracts.co.uk

Please Note: Bringing food and drink on site at Campuses is prohibited unless by prior arrangement with Campus Management (see terms and conditions).

Section 8 (continued)

PAT (Portable Appliance Testing)

Do you plan to bring your own electrical equipment?

Yes No

Do you hold a valid PAT Certificate?

Yes No

(Information on PAT Certification can be obtained from the British Standards Institute)

Would you like us to provide a PAT testing service?

Yes No

Section 9 - to be completed by all

Payment Method

Advance Payment

Payment on Day
(Campuses Only)

Invoice

Exempt

Name and Address for Invoicing

(if different from applicant)

_____ Postcode _____

Telephone Number

Home _____

Work _____

Mobile _____

Email _____

Section 10 - declaration by Hirer

Please tick if you prefer to receive booking correspondence by email

How We Use Your Personal Information

The information provided by you will be used by Perth & Kinross Council to process your booking form and contact you about your specific booking. The information will not be disclosed to third parties.

The Council may check information provided by you, or information about you provided by a third party, with other information from certain third parties or share your information with them in order to verify its accuracy, prevent or detect crime, protect public funds or where required by law.

For further information, please look at our website www.pkc.gov.uk/dataprotection or email DataProtection@pkc.gov.uk or telephone 01738 477933.

Declaration: *By submitting this form, I accept the terms and conditions applicable in the Code of Practice and Conditions of Hire and Use and authorise the use of my personal information for the above stated purpose.*

If you or someone you know would like a copy of this document in another language or format, (on occasion, only a summary of the document will be provided in translation), this can be arranged by contacting the Customer Service Centre on 01738 475000.

You can also send us a text message on 07824 498145.

All Council Services can offer a telephone translation facility.

www.pkc.gov.uk

(PKC Design Team - 2018131)

Section 11 - for official use only

Date Received _____

Public Liability Checked (if applicable)

Confirmation Sent _____

Coaching Qualifications Checked (if applicable)

Details to Facilities Staff (if applicable) _____

Details to Catering (if applicable) _____

PVG Checked (if applicable)

Additional Cleaning (if applicable) _____

Approved

Details to LAL (if applicable) _____

Comments _____

Breakdown of Charges:

LAL Charges (if applicable) _____

Catering Charges (if applicable) _____

Total Charge _____

Booking Reference No _____