



Please complete this booking form and return the completed form, for the attention of Mrs Nicola Keir via nkeir@morrisonacademy.org or Morrison's Academy, Ferntower Road, Crieff, PH7 3AN.

About you	
Full Name	
Name of your business or organisation	
Your email address	
Contact Address	
Contact number	

What school venue(s) would you be interested in hiring?	
☐	Academy Hall
☐	Memorial Hall
☐	The Boardroom
☐	The Lafferty Library
☐	Classroom

What Sports venue(s) would you be interested in hiring?	
☐	Games Hall
☐	Small Gym
☐	Grass Rugby Pitch
☐	Grass Running Track
☐	Cricket Pitch
☐	Astro Hockey pitch
☐	Tennis Court
☐	Conditioning Suite (16+)
☐	Climbing Wall (In the Games Hall)

Facilities Booking Form

Please indicate frequency of hire

Single Use Booking

☐

Block Booking

☐

Your Event Details

Date

Times (including event time and access times)

Event details

Number of attendees

Adults

Children

Contact number

Will you have external contractors (i.e. entertainment, bar, catering or DJ at your event?)

Yes

☐

No

☐

Please provide details

Other Information

Type of Event

Will spectators be present?

Yes, please provide numbers

No

☐

Will admission be charged?

Yes, please provide details

No

☐

Will the event be sponsored?

Yes, please provide details

No

☐

Will the event attract media coverage?

Yes, please provide details

No

☐

Will the event be run by an instructor/tutor?

Yes, please provide details
gsrthrth

No

☐

Facilities Booking Form

Additional Equipment Requested	
☐	Round tables and chairs
☐	Trestle Tables
☐	Table Linen
☒	Other, please email request to Nicola Keir
☒	Screen and Audio Equipment (available in Memorial Hall, The Boardroom or The Lafferty Library only)

Declaration by Hirer	
☐	Please tick if you prefer to receive booking correspondence by e-mail

Data Protection

The information provided by you will be used solely in processing your application. In terms of the Data Protection Act 1998, you are entitled to know what personal information is held by you on payment of a fee of £10. Application should be made to the Bursar (Finance), Morrison's Academy, Ferntower Road, Crieff, PH7 3AN

Declaration

By submitting this form, I accept the terms and conditions applicable in the Regulations and Conditions of Letting Form and authorise the use of my personal information for the above stated purpose.

I accept that Morrison's Academy reserves the right to levy an additional charge if the accommodation hired is not returned to the condition in which it was offered.

I agree to accept liability for costs incurred by the School to rectify any damages caused to hired property during the agreed period of use.

I acknowledge that Morrison's Academy is not licensed for the sale of alcohol and accept responsibility for obtaining any appropriate Local Authority permissions if alcohol is to be sold.