

CLACKMANNANSHIRE COUNCIL
APPLICATION FOR LET OF NURSERY, PRIMARY AND SPECIAL SCHOOL PREMISES
(Please complete form in BLOCK Capitals)

IMPORTANT, PLEASE READ THE LEAFLET "SCHOOL LETS: CONDITIONS OF LET, INFORMATION AND CHARGES" AUGUST 2008 BEFORE COMPLETING THIS FORM.

This application should be sent to Facilities, Schools and Welfare Team in Lime Tree House, Castle Street, Alloa, FK10 1EX.

1. Name of School
2. Name of Organisation.....
3. Name, Address and Telephone number of lessee.....
..... Tel.....
4. Name, Address and Telephone number of "responsible person" supervising the let (if different from above)
..... Tel.....
5. Number of persons who will attend per let..... How many children under 18 years.....

If you have young persons under 18 in your group, you must comply with the Council's approval procedures.

6. PURPOSE FOR WHICH LET IS REQUIRED
7. AREAS REQUIRED (ie Hall, Kitchen, etc).....
8. EQUIPMENT/HEATING
9. DATE(S) OF LET (Use 'multi booking list' for Multi booking needs).
10. HOURS OF LET* :- From To..... *Please do NOT enter earlier or leave later than times stated.
11. On behalf of the above Organisation I hereby apply for the let of the specified accommodation at the times and on the terms above specified and I bind myself and the Organisation to comply at all times with the Conditions of Let detailed in the leaflet "School Lets : Conditions of Let, Information and Charges' August 2008. It is understood that the Let may be terminated forthwith if there is any breach of any of these conditions or if any of the above information is inaccurate.

Date Signature.....(Authorised Officebearer)

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13. Additional specialist cover arranged (list)
14. **Decision** a. The above application is refused/granted Notification sent to lessee and school/...../.....
15. Premises Supervisor arranged YES NO Name
16. **Payment Details** :- Cash/Cheque Invoice **Total Amount** £..... Receipt No

AUTHORISATION

Date Name (Print) Signature

WHITE Copy to Applicant

YELLOW Copy to File

PINK Copy to School