

WEST LOTHIAN COUNCIL – EDUCATION SERVICES

**Application for use of Linlithgow Academy School, Theatre & PE Facilities (excl AWP)
Designated Opening Times (Mon to Fri- School Closing to 10pm/Sat & Sun-9am to 2pm)**

Details of Applicant

Name of Organisation/Club:		
Name of Applicant:		Post Held:
Address:		
		Postcode:
Home Tel. No:	Mob No:	Fax No:
Business Tel:		e-mail address:
Name & Address to which account is to be rendered (<i>if different from above</i>):		

Accommodation

Type of Activity:			
Accommodation Required - eg swimming pool, classroom, meeting room:			
Day of Week:	Dates:	Time from:	Time to *:

Theatre Facility Requirements

Hire 'Menu'	Day	Date(s)	Start time	Finish Time *
Hall + Chairs				
Hall + Theatre Seating				
AV/Projection Technician				
Lighting & Sound**				
Projector**				
Radio Microphones**				
Please specify number of radio microphones required				
AV Equipment	Training Charge			

Other requirements (please state):

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* Please ensure sufficient clear up time within your let.

** Cost is for hire of equipment only. Requires approved/trained individual to handle equipment.

Numbers involved

Information required for fire regulations & changing rooms etc. Give estimates if exact numbers are not known

Participants		Officials	
Male	Female	Male	Female

Special Factors

Will Tickets be sold for Admission?	YES / NO (<i>Delete</i>)
Are Instructional Charges made to users?	YES / NO (<i>Delete</i>)
Is Youth Registration being applied for?	YES / NO (<i>Delete</i>)
Current WLC Youth Registration reference number:	

Catering can be arranged through West Lothian Catering – please contact 01506 777806.

Janitorial cover outwith the designated opening times will be charged for. Cleaning charges may also be applied dependant on activity.

Having read the Education Committee's Letting Regulations and Scale of Charges, I wish to apply for the above accommodation and requirements detailed above on the conditions stated. I undertake to make myself and the group aware of the evacuation procedures and rendezvous point(s) should the fire alarm be activated. I declare that I am over 18 years of age.

Signature Date