



DOLLAR ACADEMY

SCHOOL FACILITIES HIRE REQUEST FORM

PLEASE RETURN TO:
The Deputy Rector
Dollar Academy, Dollar, FK14 7DU
Tel: 01259 742511
OR email FAO Deputy Rector: rector@dollaracademy.org.uk

Please tick the appropriate box:

ASSEMBLY HALL	<input type="checkbox"/>	GAMES HALL	<input type="checkbox"/>	PREP SCHOOL	<input type="checkbox"/>
AUDITORIUM	<input type="checkbox"/>	GROUND	<input type="checkbox"/>	SWIMMING POOL	<input type="checkbox"/>
CAPTAIN'S ROOM	<input type="checkbox"/>	MAGUIRE GYM	<input type="checkbox"/>	TEACHING ROOM(S)	<input type="checkbox"/>
DINING HALL	<input type="checkbox"/>	LIBRARY	<input type="checkbox"/>	TECHNOLOGY	<input type="checkbox"/>

OTHER _____

PLEASE SEE OVER FOR TERMS AND CONDITIONS OF HIRE

First Date of Let: _____ Last Date of Let: _____

Other Dates Required: _____

Regular Days: Mon/Tues/Wed/Thurs/Fri/Sat/Sun Time Required From: _____ To: _____
(Please circle)

Purpose of Hire: _____ Total No of Lets: _____

Additional Facilities Required: _____

Name of Organisation: _____

Contact Name: _____ Contact Tel: _____
(Block Capitals, please)

Invoice Address: _____

Postcode: _____

Signature: _____ Date: _____

Office Use Only

Rate/Hour: _____ Total Value of Inv: _____ Inv No: _____ Rate/Let: _____

Diary/Acknowledgement

Let Approved by Deputy Rector: _____ Date: _____