EDUCATION DEPARTMENT

COMMUNITY LEARNING AND DEVELOPMENT SERVICE
OUTDOOR EDUCATION EQUIPMENT BOOKING FORM

Thank you for your initial inquiry to book Outdoor Education equipment from the Community Learning and Development Service. Please complete this form and return it as soon as possible. Your booking will be confirmed in writing once your form has been received and checked. **Please fill in all relevant information. Exact numbers and sizes must be provided no later than one full week prior to the activity taking place. Please note VAT will be charged on all equipment hires.**

Name of Group or Centre

Activity for which equipment is required

Contact Person
Name:

Address:

Telephone: _____day

_____evening

_____fax

Email: _____

Address for Invoice (if different)

Leader in Charge On Day
Name

Qualifications (relevant to activity)

Number in Group Male Female

SKIING (Complete set with: skis, poles, and boots)

	Name	Height	Weight	Shoe size
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				
11				
12				

OUTDOOR EQUIPMENT
(Please note sizes are adult: extra small (XS); small (S); medium (M); large (L); extra large (XL).

Item	Size	Number

Equipment to be collected	Date Time

Dates on which the equipment will be used

Equipment to be returned	Date Time

The information you have provided on this form will be used by Angus Council (the "data controller" for the purposes of the Data Protection Act 1998) in order to process the Outdoor Education Equipment Booking Form and for managing our database of requests. The information will be held securely by the Council and will be treated as confidential except where the law requires it to be disclosed.

Signed…… Date…….

PLEASE NOTE:

- **BOOKING FORMS MUST BE RECEIVED NO LATER THAN ONE FULL WEEK PRIOR TO THE ACTIVITY TAKING PLACE**.
- Equipment should be collected and returned on Monday or Thursday afternoon (1.00pm – 5.00pm) Other times within normal office hours (9.30am to 13.30pm) will be possible by arrangement. **Please ensure you confirm collection date prior to collection.**
- Equipment must be returned on the date specified. Failure to do so will result in additional charges being incurred.
- Equipment booked, but not collected, will be charged unless reasonable notice of cancellation is given.
- The hirer is responsible for any damage to Council property. Any damages should be reported when equipment is returned. The Council reserves the right to charge for the repair or replacement of damaged equipment.
- **PLEASE RETURN COMPLETED FORM TO:** June Brandie (***BrandieJ@angus.gov.uk***), Outdoor Education, Community Learning & Development Service, Education Department, Bruce House, Wellgate, Arbroath, DD11 3TL.

FOR OUTDOOR EDUCATION EQUIPMENT STORE'S USE ONLY

Received by (signature):

Issued by CLD (signature):

Returned to CLD(signature):

Date returned:

COMMENTS: