



**Sports & Leisure Services  
Elgin Academy / Astro Pitch Booking form**

Please complete and return this form electronically to: [ecec@moray.gov.uk](mailto:ecec@moray.gov.uk)

Name of person making the booking: \_\_\_\_\_

Organisation: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_ Post code: \_\_\_\_\_

E-mail address: \_\_\_\_\_

Telephone number: \_\_\_\_\_ Mobile: \_\_\_\_\_

Dates required: From: \_\_\_\_\_ To: \_\_\_\_\_

Time access to room is required: From: \_\_\_\_\_ To: \_\_\_\_\_

Purpose of hire: \_\_\_\_\_

Any dates to be excluded: \_\_\_\_\_

Cost category:      Adult     Junior     Moray Council / Partnership     Special Needs Group

**Nominated Representative** i.e. the person from the organisation who will be in attendance throughout the event.

Name: \_\_\_\_\_

Telephone Number: \_\_\_\_\_ Email: \_\_\_\_\_

**Deputy Nominated Representative:**

Name: \_\_\_\_\_

Telephone Number: \_\_\_\_\_ Email: \_\_\_\_\_

**Nominated Representative / Deputy Duties:**

Every letting of Elgin Academy must have a Nominated Representative who will act as the focal point for the booking. They, or their Deputy, must be in attendance throughout the hire period. All Nominated Representatives and Deputies must have undertaken a site induction.

The Nominated Representative must keep a register of the persons attending their group. In the event of an emergency evacuation the Nominated Representative (s) shall be responsible for ensuring the safe evacuation of all group members and ensuring no-one re-enters the building.

During any performances within the Assembly Hall the Nominated Representative for the Community Let will be required to identify two individuals to be positioned next to each external fire exit to open the curtains and the fire exit doors in the event of the fire alarm sounding.

**Notes:**

Elgin Academy has under floor heating. Please avoid leaving outside doors open for any length of time as this affects the heating system and if the temperature inside drops it takes a long time to heat up again.

Please note that this booking does not include the use of sound, lighting, projector or staging equipment.

Access for all community bookings will be via the community access door, unless prior arrangements are made for alternative access.

**Please note: if your hire is until 9.45pm, premises have to be cleared by 10.00pm.**

Please be aware that all areas within Elgin Academy which are available for community Let, either in the upper Assembly Hall area, or the lower Sports Hall area are on ground level, with direct emergency exit to the outside therefore specific preparations and plans to ensure safe exit using an evacuation chair should not be necessary.

**Bookable areas – please tick what you require**

**Please note: I.T. equipment and / or accessories are not available for hire**

**Rooms / Areas**

- Community Suite
- Dance Studio
- Music Room
- Classroom
- Social Area / Canteen
- Gym
- Assembly Hall

**Games Hall**

- Whole hall
- Half hall
- 1 court

**Astro Pitch**

- Astro pitch – Full
- Astro pitch – Half

Conditions for the Hire for the above are available by request to [sportandleisure@moray.gov.uk](mailto:sportandleisure@moray.gov.uk)

**Office use only:**

Entered into system:

Yes

Invoice paperwork raised

Yes