

ACTIVITY BOOKING FORM

Please complete this form in BLOCK CAPITALS as fully and accurately as you can as this will help the booking process - thank you.

BOOKINGS GLEIDHEADH

Activity	Venue	Date	Time	Cost
TOTAL				

PARTICIPANTS DETAILS FIOSRACHADH AN NEACH A BHIOS A' GABHAIL PÀIRT


Male Female (Please tick)

Name..... Date of Birth.....

Address.....

..... Post Code.....

Parent/Guardian Name..... 

Emergency Contact Name..... 

FEE CÌS

I enclose the fee of £..... Please make cheques payable to "The Highland Council".

MEDICAL CONDITIONS/ADDITIONAL NEEDS CÙISEAN SLÀINTE/FEUMALACHDAN SÒNRAICHTE

Does the participant have any medical conditions, or additional needs which we should be aware of?

Yes* No (Please tick)

*If Yes, please give details.....

PHOTOGRAPHS DEALBHAN

At some activities we may take photographs or use new media methods e.g. video for publicity purposes relating to Community Learning and Leisure. Please tick this box and sign/print name to **give your permission** (if you are under 16 this must be signed by your parent/guardian).

Signature..... Print Name.....

YOUR CONSENT CEAD

I have read the booking conditions (over the page) and agree to abide by them. If signing this form on behalf of a child, I consent to their participation in these activities.

Signature..... Print Name.....

OUR ACTIVITIES NA NITHEAN A THA A' DOL AIR ADHART

How did you hear about our activities?.....

PLEASE RETURN COMPLETED FORMS TO:
TILL FOIRMEAN AIR AN LÌONADH GU:

EQUAL OPPORTUNITIES MONITORING FORM FOIRM MEASaidh CO-IONNACHD CHOTHROMAN

Highland Council is committed to equality of opportunity, both in the provision of services and as an employer. We are committed to the elimination of unfair discrimination and expect our services to be delivered fairly and with respect for individuals. Please help us to meet this commitment by completing the following questionnaire so the Council can monitor which groups in the community are using our services, and help us plan our services in the future. This information will be treated with the utmost confidentiality and will be used for monitoring purposes only. If you prefer not to answer a question, leave the appropriate box blank.

ETHNIC ORIGIN

What is participants ethnic background? Choose one section from A to E, then tick the appropriate box to indicate participants cultural background. The categories below are those used in the 2001 census.

A White

- Scottish Other British Irish
 Any other White background, please write in

B Mixed

- Any Mixed background, please write in

C Asian, Asian Scottish, or Asian British

- Indian Bangladeshi Pakistani Chinese
 Any other Asian background, please write in

D Black, Black Scottish, or Black British

- Caribbean African
 Any other Black background, please write in

E Other ethnic background

- Any other background, please write in

DISABILITY

The Disability Discrimination Act describes a person as having a disability if he/she has a physical or mental impairment, which has a substantial long term (which lasts 12 months or more or is recurring) and has an adverse effect on their ability to carry out normal day to day activities.

Do you consider the participant to have a disability? Yes* No

*If Yes, please give details

BOOKING CONDITIONS CÙMHNANTAN GLEIDHIDH

1. All activities must be booked in advance unless otherwise stated.
2. To avoid disappointment, always telephone to check availability of activities before completing the booking form.
3. In order for your application to be processed swiftly the form must be completed in full and signed.
4. If the form is completed on behalf of a child the legal guardian must sign the application form.
5. Applications are accepted on a first come first served basis.
6. The appropriate fee must accompany the booking form. Cheques should be made payable to "The Highland Council". Please do not send cash through the post.
7. No refunds will be given, except where an event is cancelled by The Highland Council. The Highland Council reserves the right to cancel any event.
8. If you or your child has a Special Need/Disability please contact us. We can provide you with detailed information about the activities, enabling you to assess their suitability.
9. For some activities we request that children under 8 attend with a responsible adult. If this is the case it will be stated in the programme.
10. Where suitable clothing has been specified for an activity, it is for safety reasons and must be adhered to.
11. All events organised by The Highland Council are covered by its public liability insurance for any claim of negligence attributable to the Council. Participants may wish to take out personal accident cover in addition to this.
12. The Highland Council reserves the right to exclude people from any of its activities if they display any dangerous or inappropriate behaviour.

DATA PROTECTION DÌON DATA

The information you have supplied will be used for the administration of our programmes and for reporting activity to the Scottish Executive. This data will be maintained in accordance with the Act and will not be passed on or sold to any other organisation without your prior approval unless this is a legal requirement. I have read and understood the booking conditions and agree that the Highland Council can process the data provided.

Name..... Signed..... Date.....

If you would like to receive information on future Community Learning & Leisure activities please

give your permission by ticking this box