

# Dance Mat Booking Form

Bookings will be accepted on a 'first come first served' basis. We are keen that the group borrowing the mats share them with as many local groups as possible - for long loans we will give priority to groups who can demonstrate a variety of users being able to access them.

Name	<input type="text"/>		
Group or Organisation	<input type="text"/>		
Contact Telephone Number	<input type="text"/>		
Email Address	<input type="text"/>		
How many mats would you like to borrow?	<input type="text"/>	Will you require a screen to project onto? You can directly project onto a wall, screen may not be necessary. Screens can be hired from Islesburgh.	<input type="text"/>
Operators Name	<input type="text"/>		
You must have a trained operator to set up and operate the mats. Please contact Islesburgh on 01595 745100 if you have any queries about trained operators.			
Dates Required:	From	<input type="text"/>	Till <input type="text"/>
Where will the mats be kept during the duration of the loan?	<input type="text"/>	Please state what time you will be needing the mats from:	<input type="text"/>
Who will be responsible for the collection and return of the mats?	<input type="text"/>		
Please use this space to provide any further information or any questions you may have.	<input type="text"/>		

Dance Mat hire is subject to charges - please check overleaf for more information

Whilst the mats are with you then you must ensure that they are stored carefully and that any damage or equipment failure is reported to Islesburgh Complex.

**Please ensure that if the mats are used outside of Council property they are covered by the Hall or Organising Group's Insurance. Mats are about £1000 each! Please acknowledge that you have read and checked that insurance cover is in place.**

By requesting the mats you are agreeing to our terms and conditions, (a full copy is available from Islesburgh Complex).

I have read the above and checked the insurance. **Please tick box to agree**

Please return this form by

Or  and post it to Islesburgh Complex, King Harald Street, Lerwick, ZE1 0EQ

## Dance Mat Charges

1-12 mats (including music system) Total charge:	£20 per day (total charge for all mats inc VAT)	£50 per week (total charge for all mats inc VAT)
13-24 mats (including music system) Total charge:	£30 per day (total charge for all mats inc VAT)	£100 per week (total charge for all mats inc VAT)

The above charges apply to all **non-SIC** bookings.

You will be charged either daily or weekly amount for mat hire. This will be a total charge for all mats, not a charge per mat.

Please note that transportation of dance mats will be the responsibility of the hirer and a suitable vehicle must be used, this should be a small van or large car with folding back seats.

Payment for mats will be taken on collection at Islesburgh Reception.

If you have any questions please feel free to contact: [islesburgh@shetland.gov.uk](mailto:islesburgh@shetland.gov.uk) or phone on 01595 745100.

Many thanks and we hope you will enjoy using the dance mats!