

Brentford CLC Booking form

www.brentfordclc.org

There is currently no charge to the following groups for using Brentford CLC:

- Students and teachers from all Hounslow primary, secondary and special schools
- Trainee teachers and NQTs from all Hounslow primary, secondary and special schools
- School technical and support staff

Please note:

- We require at least 48hrs notice for a cancellation
- Bookings will not be confirmed without receipt of a completed booking form
- Students must be supervised at all times by a teacher/mentor who will be responsible for the students whilst at the CLC

Organisation:		Please tick the room(s) you require: Images and further details are available at: http://www.brentfordclc.org/about/our_rooms.shtml																			
Group Leader:		<input type="checkbox"/> Thinking Zone: Wirelessly networked learning space with interactive SMART board and projector. Comfortably accommodates up to 30 for meetings & conferences. This room is wirelessly networked so will work with our 19 PC laptops and 15 Apple Macbooks.																			
Address of school/organisation:		<input type="checkbox"/> Post Production Suite: Smaller room that accommodates up to 10. Promethean interactive whiteboard and projector. Our Mac Suite, consisting of: 11 iMacs and chroma-key curtain. Suitable for video editing, music technology and A level art/graphics projects. Software includes: iLife '08, Logic Studio, Adobe CS3 and Final Cut Express.																			
Address for invoicing (if different from above):		<input type="checkbox"/> New Media Space: An suite of 16 dual-bootable (Mac and Windows) iMacs with a large moveable project table (<i>which can also accommodate an additional 6 laptops</i>). Suitable for IT training, breakout groups and presentations. Software installed includes: Adobe CS3, iLife '08, iWorks, MS Office.																			
Contact telephone:		<input type="checkbox"/> Music Technology Suite: A suite of 10 PCs and 10 MacMinis along with a host of music technology equipment (microphones, keyboards, headphones). A mixing-desk is also available, equipped with Pro-Tools. A range of Music related software is available, including Cubase 4, Reason 4, Garageband, Cubasis)																			
E-mail:		<input type="checkbox"/> Radio Station: Our state-of-the-art radio station can be booked out to produce radio projects.																			
Year group:		<input type="checkbox"/> The Studio: A large flexible space which can be used for drama and video workshops as well as large meetings. The room also has a large PA system. This room is wirelessly networked so will work with our PC laptops and Apple Macbooks.																			
How many people is the booking for?		<input type="checkbox"/> Outreach Work: Sometimes it may not be possible for you to come to us. In some circumstances we will be able to bring the equipment and a CLC member of staff to you. Please contact the CLC to discuss your outreach requirements.																			
Date and times required:		<table border="0"> <tr> <td>Adults</td> <td colspan="2">Children</td> </tr> <tr> <td></td> <td>Male</td> <td>Female</td> </tr> <tr> <td></td> <td></td> <td></td> </tr> </table>		Adults	Children			Male	Female												
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Nature of booking:																					
Please briefly explain how this booking will enhance teaching and learning using the latest technology:		<table border="0"> <tr> <td>Additional Requirements</td> <td><input type="checkbox"/> USB Midi Keyboards (x5)</td> </tr> <tr> <td><input type="checkbox"/> Flipchart</td> <td><input type="checkbox"/> IWB (Promethean/SMART)</td> </tr> <tr> <td><input type="checkbox"/> Projector</td> <td><input type="checkbox"/> Tripods (8 Available) (____)</td> </tr> <tr> <td><input type="checkbox"/> Laptop for projector</td> <td><input type="checkbox"/> Digital Camcorders (15 available) (____)</td> </tr> <tr> <td><input type="checkbox"/> Copying data from an external source (USB drive)</td> <td><input type="checkbox"/> Digital Cameras (15 available) (____)</td> </tr> <tr> <td><input type="checkbox"/> PC Laptops (19 available) (____) (<i>specify no. reqd</i>)</td> <td><input type="checkbox"/> 5 iPods + 5 iMic recorders</td> </tr> <tr> <td><input type="checkbox"/> Macbooks (15 available) (____) (<i>specify no. reqd</i>)</td> <td><input type="checkbox"/> Headphones (____) (<i>specify no. reqd</i>)</td> </tr> <tr> <td><input type="checkbox"/> DJ equipment</td> <td><input type="checkbox"/> Your own laptop to be set up with a CLC projector</td> </tr> <tr> <td><input type="checkbox"/> Audio/PA to be set up</td> <td></td> </tr> </table>		Additional Requirements	<input type="checkbox"/> USB Midi Keyboards (x5)	<input type="checkbox"/> Flipchart	<input type="checkbox"/> IWB (Promethean/SMART)	<input type="checkbox"/> Projector	<input type="checkbox"/> Tripods (8 Available) (____)	<input type="checkbox"/> Laptop for projector	<input type="checkbox"/> Digital Camcorders (15 available) (____)	<input type="checkbox"/> Copying data from an external source (USB drive)	<input type="checkbox"/> Digital Cameras (15 available) (____)	<input type="checkbox"/> PC Laptops (19 available) (____) (<i>specify no. reqd</i>)	<input type="checkbox"/> 5 iPods + 5 iMic recorders	<input type="checkbox"/> Macbooks (15 available) (____) (<i>specify no. reqd</i>)	<input type="checkbox"/> Headphones (____) (<i>specify no. reqd</i>)	<input type="checkbox"/> DJ equipment	<input type="checkbox"/> Your own laptop to be set up with a CLC projector	<input type="checkbox"/> Audio/PA to be set up	
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- Do you require a member of the CLC to **lead** the session? Yes No
- Do you require a CLC staff member to help **support** the session? Yes No
- Will you require catering? (*see over for details*) Yes No

If yes, what catering do you require? Tea/Coffee/Biscuits Buffet Lunch

- Will you require any additional facilities? Yes No

(Please see below for details of costs and additional facilities)

Costs

Catering *Please detail any specific dietary requirements below:*

- Tea, coffee, biscuits @ £2.50 per person
- Buffet lunch @ £9.00 per person

Room hire and support

Rooms	Hounslow Schools/teachers	Local Authority & Public Sector	Private Sector
		<i>Per Session*</i>	<i>Per hour</i>
New Media Space	No charge at present	£80.00	£90.00
Thinking Zone	No charge at present	£90.00	£110.00
Post Production Suite	No charge at present	£80.00	£90.00
Music Technology Suite	No charge at present	£90.00	£90.00
Radio Station	No charge at present	£90.00	£90.00
The Studio	No charge at present	£110.00	£90.00
CLC Trainer	No charge at present	£110.00	£85.00
CLC Support Teacher/Technical	No charge at present	£110.00	£60.00

*A session is a three hour morning or a three hour afternoon session. A whole day booking will be charged as per two three hour sessions. Hourly rates by negotiation.
Block booking charges can be negotiated on an individual basis

CONSUMABLES

All Brentford City Learning Centre curriculum bookings (delivered by a CLC tutor) will include initial media (i.e. MiniDV cassette, MiniDisc) at the tutor's discretion. All additional media can be purchased at the following prices. These prices also apply to pupils wishing to replace lost DV tapes.

Printing & Photocopying	B&W per sheet		Colour per sheet	
	Single side	Double side	Single side	Double side
A4 white paper	10p	15p	30p	40p
A3 white paper	40p	50p	70p	£1.00
A4 Photographic paper	80p	n/a	£1.30	n/a
MiniDV Cassette – (New)		£2.50 each		
MiniDV Cassette – Used and blanked		£1.50 each (subject to availability)		
DVD with your project recorded on to it (includes clear cover)		£1.50 each		
MiniDisc – in addition to initial project loan		£2.00 each		
CD – with your music or data recorded onto it		£1.00 each		

Any additional comments:

I agree to comply with Brentford CLC's policies (*copies can be made available on request*)

Signature: _____ Date: _____

- Please e-mail to: bookings@brentfordclc.org or fax to: 020 8568 7018 -