

Girlguiding Chigwell Row Campsite
 Oaklands Farm, 141 Lambourne Road,
 Chigwell Row, Essex IG7 6EN
 Telephone: 020 8500 2450 E-mail: warden@chigwellrow.org.uk



BOOKING FORM

For Camping & Indoor Accommodation

Bookings made by telephone etc. are only held for 1 month, please return this form promptly.

Unit/Group/Organisation

Section (e.g. Brownies/Cubs)

District

County

| Person in charge of party | | Guide CA/BHA or Scout DC | |
|-----------------------------------|--|--------------------------|--|
| Name | | | |
| Guide/Scout Appointment | | | |
| Address | | | |
| Post Code | | | |
| Telephone | | | |
| Landline | | | |
| Mobile | | | |
| E-mail | | | |
| Guide Camp & Holiday licence type | Is this your assessment camp/holiday? Yes / No | Scout Type of Permit | |
| | | Permit Number | |

| DATES OF VISIT | ACCOMMODATION | ✓ | Deposit enclosed |
|-------------------------|----------------------|---|--|
| From | Camp Site Requested: | | £ |
| | Unequipped | | |
| To | Equipped No Tents | | Please discuss requirements with warden in advance |
| | Equipped with Tents | | |
| | Oaklands Lodge | | |
| Arrival time (approx) | Jubilee House | | £ |
| Departure time (approx) | Bungalow | | £ |

Weekday/Bankholidays: Arrival after 2pm / Departure before 12 noon (Sunday Weekend booking before 5:30pm).
 Please notify warden a week in advance of actual arrival time.
 Please make cheques payable to Girlguiding L&SEE Chigwell Row A/C

ESTIMATED NUMBER IN PARTY

| | Under 18 Yrs | | Over 18 Yrs | |
|-------------------------|--------------|---|-------------|---|
| | F | M | F | M |
| Guide/Scout Members | | | | |
| Other | | | | |
| Non - resident visitors | | | | |

| Travel | |
|---------------------------------------|--------|
| Will you be arriving by coach? | Yes/No |
| If Yes will the coach remain on site? | Yes/No |

PLEASE ALSO COMPLETE THE DETAILS OVERLEAF AND SIGN

Girlguiding Chigwell Row Campsite

Camping and Indoor Accommodation (contd)

ACTIVITY BOOKING REQUEST

You can make a request nearer your camp or holiday by telephone email or written if you wish

Activities Start and finish on the hour 10am/11am/2pm/3pm/4pm. Other times/evenings by arrangement.

(please note we need at least four weeks notice for activity requests)

| Activity | Day and Date | Times Requested | Activity | Day and Date | Times Requested |
|----------|--------------|-----------------|----------|--------------|-----------------|
| | | | | | |
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| | | | | | |

Instructors are subject to availability on the day and are provided for climbing, abseiling, crate challenge, archery and turf boards unless you notify us otherwise. Climbing and Abseil Instructors are qualified to Girlguiding Level 1 or above and archery to GNAS leader award.

Activities may be cancelled at short notice due to weather conditions or other unforeseen circumstances.

Other activities have DIY safety instruction sheets provided unless you request an instructor in advance. All activities should be led by an Adult over 18. You must have written permission for each juvenile before any activity can be undertaken. Please check your associations rules, guidelines and insurance before booking an activity.

Cancellations: ALL DEPOSITS ARE NON RETURNABLE IF BOOKING IS CANCELLED. If you have booked accommodation unless it is re-let you will be required to pay the minimum charge per night times 2 nights for weekend and 5 nights for week bookings unless a clear 8 weeks notice has been given in which case only the deposit is lost.

Confirmation: I understand that the above booking is not confirmed until you send a Booking Confirmation.

Safety and Damage: I note that there may not always be a member of the site staff on duty and accept full responsibility for my party, their equipment and safety. I will do my best to ensure that all members of the above party co-operate with requests made by the site staff and consider other visitors at all times. Any damage caused by my group, including non accidental damage, which occurs to equipment, buildings or to the campsite in general during our stay will be charged for.

Forms: I will send Girlguiding forms to the appropriate advisor at least 6 weeks in advance of our stay or:

I will notify my Scout Nights Away Advisor or:

Non Scout and Guide groups: I will complete and return the Safe Practice Declaration form.

Buildings and Campsites must be left clean and tidy otherwise a charge will be made.

The balance of payment will be made before the end of our stay, unless previously agreed

Signature Party Leader Date

REMEMBER: Your booking cannot be confirmed until we have received this form and your deposit

Please check you have enclosed the correct deposit and an SAE for booking confirmation.

Please help us to maximise our advertising budget by indicating where you heard of Chigwell Row

| Source | ✓ |
|-----------------------|---|
| Guiding Magazine | |
| Scouting Magazine | |
| Chigwell Row Web Site | |
| ASGC Web Site | |
| Word of mouth | |
| Previous visit | |
| Other | |