



LODGE

1. Contact the Lodge Booking Secretary (booklodge@pettypool.org) to enquire about free dates and agree with her the date for your visit.
2. The Lodge Booking Secretary will hold the date for 14 days until the booking form and non-refundable deposit have been received.
3. The Lodge Booking Secretary will confirm by sending a receipt for the payment and a return confirmation slip.
4. **The balance of the fees must be sent 6 weeks before the holiday**, along with details of your arrival/departure times.
5. The Lodge Booking Secretary will send a receipt for the payment and confirmation of the arrival/departure times.

SITES

1. Contact the Site Booking Secretary (booksite@pettypool.org) to enquire about free dates, then agree with her the date and site(s) for your visit.
2. The Site Booking Secretary will hold these dates for 14 days until the completed booking form and non-refundable deposit has been received.
3. The Site Booking Secretary will confirm by sending a receipt for the deposit and confirmation of the dates, site(s), building(s) booked and the time of arrival/departure.
4. Following your camp, the Site Booking Secretary will contact you to ascertain confirmed numbers for those who stayed/visited. An invoice will then be sent to you, this will include any equipment hired or activities booked.
5. **Payment is due within 14 days of the date of issue of the invoice.**
6. The Site Booking Secretary will send a receipt for the payment.

DAY / EVENING BOOKINGS

1. Contact the Site Booking Secretary (booksite@pettypool.org) to enquire about free dates, then agree with her the date and site(s) for your visit.
2. The Site Booking Secretary will hold these dates for 14 days until the completed booking form has been received.
3. The Site Booking Secretary will confirm the date of your visit, facilities booked and arrival/departure times.
4. Following your camp or visit, the Site Booking Secretary will contact you to ascertain confirmed numbers who visited. An invoice will then be sent to you, this will include any equipment hired or activities booked.
5. **Payment is due within 14 days of the date of issue of the invoice.**

Please Note:

- You may not be the only group on-site, so please be prepared to share the facilities.
- To avoid double booking, please contact the Site Booking Secretary (booksite@pettypool.org) if you are staying in the Lodge and wish to use any outdoor facilities.
- Arrival and departure times must be adhered to. Rotas for seeing in and out are arranged well in advance and those who have volunteered to be on the rota may not be able to change their arrangements.
- It is Girlguiding UK policy to use unit/group cheques for payments.

It is the hirers' responsibility to ensure that all necessary permissions and forms are completed.

Please keep this information for reference.