



## **LODGE**

1. Contact the Lodge Booking Secretary ([booklodge@pettypool.org](mailto:booklodge@pettypool.org)) to enquire about free dates, then agree with her the date for your visit.
2. The Lodge Booking Secretary will hold these dates for 14 days until the application form and 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, together with 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](mailto: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 application form has been received with the deposit for each site and building required.
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. The balance of the fees should be sent no later than 14 days before the event. This should include payment for any equipment hired or activities booked.
5. The Site Booking Secretary will send a receipt for the payment and confirmation of the arrival and departure times.

## **DAY / EVENING BOOKINGS**

1. Contact the Site Booking Secretary ([booksite@pettypool.org](mailto: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 application form has been received with the deposit.
3. The Site Booking Secretary will confirm by sending a receipt for the deposit and confirmation of the dates and facilities booked and the time of arrival/departure.
4. The balance of the fees should be sent no later than 7 days after the event.

### **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](mailto: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 Guide Association policy to use unit/group cheques for payments.

**If everyone abides by these procedures, the job of the Booking Secretaries becomes slightly easier and there is less likelihood of misunderstandings over booking.**

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

**Please keep this form for reference purposes.**