



PART A to be completed by all bookings; **PART B** by day/evening bookings; **PART C** by all camps and overnight visitors.

- Please **print** all information if completing the form by hand. We are aware that all e-mail addresses are in lower case e.g. kylie.minogue12@fabmail.com and not KYLIE.MINOGUE12@FABMAIL.COM. It just helps us to eliminate mistakes.
- Please provide membership and level numbers where indicated. This makes our job of supplying Girlguiding UK annual returns information so much easier. Your information will NEVER be passed outside Girlguiding.

This form may be completed on-line.

- To tick a check box, either hit the space bar or click in the box.
- Press Tab to move around the form.
- Do not forget to print a copy of the form for your own records. Forms should be emailed to booksite@pettypool.org.

Provide as many contact numbers as possible. If there is a query or change to your booking, we may need to contact you in a hurry. (Please note **mobile phone reception is not to be relied on at the site**. Orange™ network users are unlikely to receive any signal. Other network reception is very poor and intermittent.)

When organising transport, please aim to fill as few vehicles as possible. Hirers must appoint a responsible adult to take responsibility for parking vehicles safely, without blocking exits.

- **IMPORTANT NOTE:** The lane to the site is a private driveway and **not** a road. It therefore has no skid protection built in. The speed limit of 15mph is the **MAXIMUM** speed that may be safely driven on its surface. If drivers exceed this speed limit, they may find that they are out of control – even at low speed – due to the nature of the surface. The driveway is single lane with passing places. Advise drivers not to mount the grass verges as there are underground water pipes and cables just below the surface. Neither Girlguiding UK Cheshire Forest, nor The Petty Pool Trust accepts any responsibility for accidents or incidents occurring on this private driveway.
- There is a speed limit of 5mph throughout the site.
- It is your responsibility to ensure that all drivers to the site are aware of the above facts.

Payment for the booking should be made by Unit cheque with two un-related signatures. Please make cheques payable to: **Cheshire Forest Guides - Pettypool Account**. We are sorry that we are unable to take payment on-line at this moment. Current fees and deposits can be found on our website: www.pettypool.org.

- Overnight events must pay a deposit **per site and per building**, to be deducted from the final balance due.
- Day / Evening visitors must pay a deposit to be deducted from the final balance due.
- Send your deposit to the Site Booking Secretary: postal addresses may be found in the latest County Directory or supplied by email request. **Please do not send any forms or deposits to the site postal address.**

All correspondence will be emailed to the person named as booking your event. If you would prefer to have information posted to you, please enclose 2 stamped self-addressed envelopes, one of which must be A5 size with a "Large" stamp. Bookings are only confirmed once the deposit and booking form is received. (See above)

Forms: It is the hirers' responsibility to ensure all the necessary forms are completed as indicated in the current edition of the Guiding Manual.

- **Residential Event Notification** forms: Out of County Units should advise their Commissioner to email the form to booksite@pettypool.org. Postal addresses will be supplied on request.
- It is your responsibility to ensure that the forms you use are the latest version from Girlguiding UK. Download from www.girlguiding.org.uk.
- **Day / Evening Bookings** It is recommended that you have a completed Information and Consent for Event/Activity form for each participant, Leader or other event member.

Contact Us:

- **Web site:** www.pettypool.org
- **Enquiries:** info@pettypool.org
- **Site/Activity Bookings:** booksite@pettypool.org
- **Lodge Bookings:** booklodge@pettypool.org

Site address

Pettypool Camp & Activity Centre,
Pool Lane, Sandiway, Northwich, Cheshire CW8 2DR