

**Booking form
Day/Part Day/Evening**

Form to be returned to:

Mrs. C. Mills,
13, Roundways,
Ruislip,
Middx. HA4 6EA

Enclosing a stamped
addressed envelope

Name of Unit / Organisation			
Type of Event		Approx. Nos.	Any males ? Yes / No
Guiding County	Division	District	
Arrival Day & Date	Arrival Time	Departure Time	No. cars (<i>expected to stay on site</i>)

Please mark the facilities you require with a cross (x) :-

CAMPSITE				HOLIDAY HOUSE			
Squirrel		+Shelter		+Patrol Cooking		Whole House	
Fox		+Shelter		+Patrol Cooking		Training Room	
Badger		+Shelter		+Patrol Cooking		Kitchen	

ACTIVITIES: Please download & complete the separate Activity Booking Form

The named leader should be the person responsible for the event.

- The leader is responsible for collecting the keys and returning them promptly afterwards either to the key box or to the Checking Coordinator as advised.
This is especially important during the summer months, when many units use the site.*
- The leader needs to arrive at least 15 minutes before the start and is responsible for manning the gate, both at the start and end of the visit, to allow safe access and departure for their group..*

Leaders Name	Address	Postcode
Tele No.	Email	Mobile No.

Deposit enclosed (non returnable); Payable to WILLOW TREE CENTRE	£
--	---

A confirmation of booking will be sent, on receipt of deposit and SAE, together with a form for the balance of payment and final numbers.

THE BOOKING IS NOT CONFIRMED UNTIL DEPOSIT IS RECEIVED BY DATE ADVISED.

I have read the terms and conditions and agree to abide by them.

Signed _____ Position _____ Date _____