



Form to be returned to:

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

Enclosing a stamped  
addressed envelope

### Booking form Day/Part Day/Evening

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 (expected to stay on site )

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

Campsites				Main House			
Squirrel		+Shelter		+Patrol Cooking		Whole House	
Fox		+Shelter		+Patrol Cooking		Training Room & Kitchen	
Badger		+Shelter		+Patrol Cooking		Pine Lodge	
						Training room	
						Activity room	

**ACTIVITIES:** Please download & complete the separate Activity Booking Form

*The named leader should be the person responsible for the event. NB The site is not staffed.*

- 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..*

Leader's Name	Address	Postcode
Tele No.	Email	Mobile No.

Deposit enclosed (non returnable); Payable to WILLOW TREE CENTRE	£
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*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 \_\_\_\_\_

**FOR OFFICE USE ONLY**

Date

Booking Form Recd

Confirmation Sent

Form May 15