



Form to be returned by post or email to:  
 Anne Harvey,  
 61 Batchworth Lane,  
 Northwood,  
 Middx. HA6 3HE  
 anne\_harvey10@hotmail.com

### Booking form Day/Part Day/Evening

Name of Unit / Organisation			
Type of Event		Approx. Nos.	Male or disabled toilet needed? Y / N
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					Willow Tree 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
Mobile no	Email	Home/work no

Deposit enclosed (non returnable); payable to WILLOW TREE CENTRE or bank payment to Willow Tree Centre, 20-73-53, 30698660	£
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A confirmation of booking will be sent on receipt of deposit & booking form. Please enclose an SAE for your receipt.

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

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

Signed \_\_\_\_\_ Position \_\_\_\_\_ Date \_\_\_\_\_