

**BOOKING FORM FOR THE USE OF THE GUIDE HEADQUARTERS BUILDING.**

Please ensure that you have made a provisional booking by email to bookings.colneisdivision@gmail.com before you send this form completed with the deposit to:-

Ms Nicola Reah, 5 Sunningdale Drive, Felixstowe, IP11 9LE

BOOKING REF:………………………………………………………

Organisation………………………………………………………….

Name of contact……………………………………………………

Contact address……………………………………………………

Telephone number………………………………………………E Mail……………………………………………….

Purpose of Hire…………………………………………………… Date required…………………………………..

Your time of Hire includes setting up and clearing away time. Sessions can begin at 9.30am the last session must finish at 9.30pm

Please complete your choice of time…………………………………………………………………….

Unless otherwise agreed the cost is £15 per hour.

Cheques are to be made payable to “Girlguiding Colneis Division HQ Man. Acc.” Should be sent with a completed form and a stamped address envelope for the confirmation.

**DECLARATION**

I have read and agree to abide by the Conditions for Hire and use of the Guide HQ Building

SIGNED………………………………………………………………..DATE………………………………………………..

……………………………………………………………………………………………………………………………………………….

BOOKING CONFIRMATION

Booking ref…………………..Booked by…………………………………………………………………..

The HQ is booked on……………………….from……………………….to…………………………….

Confirmed …………………………………………………. Date……………………………………………..

Your cheque for £……………………………………..received with many thanks.

Signed……………………………………………………………..for and on behalf of the Colneis Div. Guide HQ