

## HOW TO MAKE A BOOKING FOR GUIDEACRES

Enquiries about bookings for Guideacres can be made at any time during the year.

If you want to visit on a particular date please enquire early as bookings are taken on a first come, first served basis.

### 1) Check availability

Either complete the **site booking enquiry form** and email to [guideacresbookings@gmail.com](mailto:guideacresbookings@gmail.com) or telephone the booking secretary (Christine Scott, 01482 666738).

If you know you would like to book on-site activities you can send an **activity booking enquiry form** at the same time. Alternatively you can send this later. As with site bookings, activity bookings are taken on a first come, first served basis.

Interactive pdf version of both forms can be found on the Booking page in the Guideacres section of the County website

### 2) Pay deposit

If the facilities you wish to book are available, you will be asked to pay a non-returnable deposit within 14 days (or before your visit if this is sooner). The deposit required is £6 for a day or evening visit, £10 per night for sleepovers and camps, and £50 for large scale events with 100 or more participants. The cheque should be made payable to 'The Guide Association Guideacres' and sent to the booking secretary (Mrs Christine Scott, 23 Stockbridge Park, Elloughton, Brough, HU15 1JQ).

If you have not sent a **site booking enquiry form** please send it with your deposit so we have all the necessary information.

Bookings will remain provisional until the deposit is received.

### 3) Receive confirmation of booking

With confirmation of your booking you will receive more information about the facilities at Guideacres, key collection options, and a **site and activity fees remittance form** to be returned with payment of the balance and any activity costs. It is important we receive the completed form for each booking so we have a record of numbers of visitors to help in funding and grant applications.

### 4) Confirm key collection arrangements and pay balance for camp / sleepover bookings

A fortnight before your visit, email or ring the booking secretary to confirm arrangements for collecting and returning the keys from / to a key holder.

Please send the balance of the site fees for camp/sleepover bookings to the booking secretary to arrive 14 days before the date of your visit.

### 5) After your visit

Please return the keys promptly as arranged.

Please send the balance of the site fees for day / evening bookings and any activity costs to the booking secretary, to be received within 14 days of your visit.

***Remember to advise your commissioner that you are planning an event away from your unit meeting place and complete a REN form if your event involves an overnight stay.***