

# Campsite Booking Procedure

A booking form should be completed and sent together with a **non-returnable deposit** of:

- £15 for full weekend/week bookings or Saturday/Sunday day bookings
- £10 for week day full day bookings
- £5 for evening bookings

**PLEASE DO NOT SEND FULL PAYMENT WITH YOUR BOOKING FORM**  
**You will be invoiced for the final payment based on confirmed numbers**

Cheques should be made payable to *Wakefield Girlguide Camp A/c*

Bank transfers can be made to Account: 70911879, Sort Code: 20-89-68. Please use Booking Reference Number as payment reference and send email to confirm transfer.

Indemnity/hire agreement forms must be completed for non- Association users

**You will also need to tell us your time of arrival and departure**

Booking Forms, deposits & other information to:

Midgley Booking Secretary 104 Lower York Street, Wakefield, WF1 3NA  
07814501492  
midgleybookings@gmail.com

Include an SAE for receipt/confirmation if required or request an email response as receipt/confirmation

## PLEASE NOTE

Provisional Bookings will be held for 14 days from initial contact/telephone booking - **you are advised to return the form & deposit WITHIN 14 DAYS OF ENQUIRY** otherwise you will lose the provisional booking

## Balance of Fees

The balance of your fee should be paid within ONE MONTH after the event

Include an SAE for receipt/confirmation if required or request an email response as receipt/confirmation

Payments to:

Midgley Booking Secretary 104 Lower York Street, Wakefield, WF1 3NA  
07814501492  
midgleybookings@gmail.com

## Cancellation

Cancellations made less than 6 weeks prior to the booking date will incur a fee of £5 per night.

## Residential Event Notification Forms

Please make sure that forms are completed within the required time allocation, that your Commissioner/Adviser has confirmed that the event can ahead & that all staff aged 18+ have a DBS. Forward any confirmation/forms to: **Liz Simpson: lizette\_simpson@hotmail.co.uk**

Scouts: Please submit forms in accordance with your district requirements

## Your stay at the Campsite

- After making a booking and paying your deposit, arrangements will be made for someone to log you in and out. Please be patient as they check the property & equipment
- **YOU MUST SIGN IN ON THE NIGHT & CONFIRM YOU HAVE COMPLETED A FIRE DRILL**
- Details of who to contact in an emergency are posted on the notice board in the hut
- Any breakages/damages should be reported to the Committee member on departure.
- Parties are responsible for clearing away rubbish & debris from the campsite and for making sure the hut is clean and tidy on departure. You are asked NOT to leave cleaning equipment e.g. dishcloths etc in the hut
- Dogs on leads may be permitted (with prior consent & agreement).
- There is a detailed Campsite Handbook at the site AND available on request either by email or by sending a LARGE SAE to the Treasurer