

West Kirby Guide Headquarters

Booking form for Personal Events of Girlguiding members

Members of Girlguiding UK may hold personal events at the HQ. The HQ may be booked for a period of up to 4 hours, not more than 1 month before the event. A maximum of 20 children may attend. There are two rooms, tables and chairs and a fully equipped kitchen.

The charge for hiring is £30 plus a deposit of £25 (which is returnable at the end of the hire period so long as the HQ has been left in a satisfactory state).

Please be aware that the hirer is responsible for:

- any personal equipment brought (e.g. audio/games equipment).
- leaving the HQ in an "as fit state" for the next user. (Cleaning equipment is available in the kitchen and in the large entrance hall cupboard for your use.)
- ensuring NO alcohol is brought into the HQ.
- the health and safety of all those attending the event and for keeping the fire exits clear.

Time of Arrival

Time of Departure.....

Number of children.....

Age Range

Unit of Girlguiding member

Name of adult in charge.....

Address

.....

Postcode Tel No.

Email

I apply to use the Guide HQ and agree to the terms and conditions above.

Signed Date

Please return this form to the Booking Secretary:

25 Sandy Lane, West Kirby, Wirral CH48 3HY

Tel: 0151 625 6316

PLEASE ENCLOSE S.A.E. FOR RECEIPT AND ACKNOWLEDGEMENT