**Booking confirmation form**

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| **Group / organisation**: Click here to enter group or organisation name. | |
| **Person in charge** (name):  Click here to enter name.  Address: Click here to enter address. | Landline number: Click here to enter.  Mobile number: Click here to enter.  Email address: Click here to enter. |
| **Dates required** - Arrival date: Click here to enter date. Departure date: Click here to enter date. | |
| **Facilities required**:  Camping  Lodge  Training cabins: 1 2 3 | Zena’s Chalet  Day use of field only  Other (please explain) Click here to enter. |
| Total number of people on site: Click here to enter. | |
| Have you used the site before? Yes No | Estimated arrival time on first day: Enter time. |
| **Programme** – please give a brief outline of your programme during your stay: -  Click here to enter. | |
| **Shared facilities** – please outline which shared facilities you are likely to use, and indicate the day and time if known (eg campfire circle, chapel, marquee roof etc)  Click here to enter. | |
| **Declaration**   * I accept the “Do’s & Don’ts” and have reviewed the hazard list, user instructions, fire safety leaflet, and COVID risk assessment as provided on the website (and displayed on site). * I have transferred, or enclose, a booking deposit of about 25% of the fees, namely £Amount. (which I understand may not be refundable in the event of insufficient notice being given of a cancellation) * I understand that I have to complete a recorded COVID risk assessment for the visit   Signed (person in charge) Click here to enter name/electronic signature. | |

This form should be completed and returned to **both** the booking secretary and site warden: [alan.hillard@gmail.com](mailto:alan.hillard@gmail.com) and [botanybaywarden@gmail.com](mailto:botanybaywarden@gmail.com)

Payment by bank transfer preferred: sort code **30-96-00** account **02531075** using your group name as reference. Cheques must be made payable to **Gwent County Scout Site Committee**.

*Please note – this form is only for* ***confirming*** *a booking. Availability and provisional bookings should be discussed beforehand and agreed with Mr Hillard by telephone on 01291 689772.*