

**APPLICATION FORM
OVERNIGHT ACCOMMODATION
GUIDE CENTER**

Name of Group: _____ Area: _____

Contact Name: _____

Address: _____ Postal Code: _____

Telephone #: _____ Email Address: _____

Duration of Visit:

Arrival - Date: _____ Time: _____

Departure Date: _____ Time: _____

of Participants:

Estimated #Adults: _____ + #Girls: _____ = Total People _____

Confirmed # **GIRLS** _____ x \$5.00 = \$ _____ x #days _____ = \$ _____
Subtotal = \$ _____

Rental Equipment:

TV/VCR/DVD: _____ \$5.00 / Day + _____ = \$ _____

Blue Foamies: _____ \$1.00 / Wkend + _____ = \$ _____

Sleeping Bags: _____ \$5.00 / Wkend + _____ = \$ _____

Parachute: _____ \$5.00 / Wkend + _____ = \$ _____

= Total Amount Owing \$ _____

Emergency Contact: _____

Telephone #: _____ **Bus #:** _____

We protect and respect your privacy. Your personal information is used to communicate within our organization. We do not provide or sell this information outside our organization. For further information, see our privacy statement at (www.girlguides.ca)

OFFICE USE ONLY

Date Application Received: _____

\$50.00 Booking Fee Received: _____ **Receipt #** _____ **Date:** _____

Orientation Date & Time: _____

Balance Owning Amount \$ _____ **Receipt #** _____ **Date:** _____

Invoice # _____ **Invoiced Date:** _____

Office Personnel

GUIDE CENTRE RENTALS

DAILY:

Cost: Non-Guiding Daytime rentals only - \$50.00 for 1/2 day rental, \$100.00 for full day. A deposit of \$50.00 for full day rental and \$25.00 for half day rental is charged at time of booking. Deposit is required to hold the dates for your meeting. Room is available during normal working hours.

Parking is available in the centre parking lot, between Guide & Scout Buildings as well as on the street.

Cancellation Policy: Notification of cancellation must be received 10 days prior to the date of rental. If notification is received after the 10 days, the deposit is forfeited.

Cost: Non-Guiding Evening Rentals \$40.00 evening, (**Must have Guiding member in rental party**).

Rooms booked for **Guiding related business** during the day are without charge.

OVERNIGHT:

Cost: Booking charge of \$50.00 **PLUS** \$5.00 per night, per Girl

Cancellation fee of \$50.00 if room is cancelled one week, or less prior to booked time.

ROOM BOOKING SECURITY DEPOSIT:

Guide Centre office hours are as follows:

September -- May	Monday through Friday	9:00 am -- 5:00 pm
June -- August	Monday through Thursday	9:00 am -- 4:00 pm
June -- August	Friday	9:00 am -- 1:00 pm

We request that groups using the facilities during the week be out of the building by 9:00 am and return after the office has closed. If training is booked to use the facility, you must vacate by 8 am. This will be told to you at orientation. *You must contact the office to pick up key & have orientation the week of your stay.*

We ask that you make an appointment for orientation during business hours the week of your stay. Out of town Guiding Groups using the building must make special arrangement ahead of time for orientation if you can not do it during working hours. An extra fee will be charged for orientation and/or receiving the key after 7pm

We ask that cooking be kept to a minimum, as our kitchen facilities are relatively small.

Washrooms are to be thoroughly cleaned after use (sinks and showers cleaned, garbage containers emptied). Showers are for emergency use only.

Kitchen is to be cleaned (all counters wiped, dishes placed in dishwasher. **DO NOT LEAVE DISHWASHER RUNNING UNATTENDED**). Please do not leave any food at Guide Centre following your event.

Wipe tables and vacuum if necessary – a vacuum is in 1st floor Janitors closet, carpet sweeper located in Janitors Closet. Replace tables/chairs to prior setup arrangement.

Extra garbage bags, toilet tissue, Kleenex and paper towels are also in 1st floor Janitors Closet.

AVAILABLE FOR USE:

Refrigerator	Microwave Oven
Stove/Oven	Coffee Pot
Kettle	Toaster
Full set of dishes for 35	Pots with lids (there is NO frying pan)
Some Utensils	Broiling Pan and cookie sheets

- Separate arrangements must be made for Audio Visual Equipment.

There will be an additional cost for: Replacement of damaged or missing equipment.

This will be invoiced to you.