

Mollivers Activity Centre Booking Form for a Private Function

2026



Please complete this booking form and email it to the Booking Secretary at mollivers@bedsguiding.org.uk and direct credit the deposit to NatWest bank, Bedford Division Guides (Mollivers), account number 62396617, sort code 60-02-42 ref 'Your name'
If you need to pay by cheque please contact the bookings secretary for further details

We cannot guarantee provisional bookings will be held for more than 1 month.

Company / Activity

Person in charge

Address

Tel: Mobile: email:

Date of Arrival: Time: am/pm Date of Departure: Time: am/pm

Charges: Residential use covers the whole building. Day/evening use is for the main hall, or Guiders room if suitable and the main hall is not available, with use of the kitchen and toilets, shared if necessary. If when you have booked the main hall the Guiders room is available you may use it.

Minimum charge £100.00 per night

| Nightly rate | No of people | No of nights | Total £ |
|--|--------------|--------------|---------|
| £20.00 per person. | | | |
| Reduced rate for youth groups £14.00 pp | | | |
| Additional Hours in excess of 24 hrs charged at £15.00 per extra hr, or part thereof | | | |
| Reduced rate for youth groups £13.00 p/hr | | | |

Do you want to use the woods **if available?** Yes/No (No charge)

Do you want to use the campsite **if available?** Yes/No (No charge)

| Daily rate | Number of hours | Total £ |
|--|-----------------|---------|
| £40.00 per hour, or part thereof Reduced rate for youth groups £20.00 p/hr | | |
| For exclusive use of the whole site the daily rate is £60.00 per hour or part thereof Reduced rate for youth groups £30.00 p/hr | | |

If the use is to include young people and/or vulnerable adults please confirm that all adults in your party have been deemed suitable to work with these groups.

Yes/No

Please also ensure that all your portable electrical equipment has been appropriately tested. Yes/No

You will be asked to complete and return the Girlguiding Hirer's Agreement and provide proof of your insurance indemnity for use of the property

Signature of Person in charge: Date:

If it is more than four weeks from now till you arrive please pay the non-refundable deposit fee of £100.00. If you are booking less than four weeks ahead, please pay in full.

For Office Use

| Date Booking Form Recd | Date Deposit Acknowledged | Number of Persons | Total Cost | Deposit | Balance | Date Bal. Rec. | Date Bal. Ack. |
|------------------------|---------------------------|-------------------|------------|---------|---------|----------------|----------------|
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