

Mollivers Activity Centre Booking Form for a Private Function

2027



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'

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

Company / Activity

Person in charge

Address

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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 £150.00 per night

Nightly rate	No of people	No of nights	Total £
£25.00 per person.			
Reduced rate for youth groups £15.00 pp			
Additional Hours in excess of 24 hrs charged at £25.00 per extra hr, or part thereof Reduced rate for youth groups £15.00 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 £
£50.00 per hour, or part thereof Reduced rate for youth groups £25.00 p/hr		
For exclusive use of the whole site the daily rate is £70.00 per hour or part thereof Reduced rate for youth groups £35.00 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:

Please pay the **non-refundable booking deposit** fee of **£150.00**, which is the minimum charge.

Cleaning deposit required - £100 The cleaning deposit will be deducted from the final invoice if the site is left in a clean and satisfactory condition

For Office Use

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