

BERKSHIRE COUNTY THIRTOVER PLACE

Residential Booking Form - House

I wish to book the house for a Brownie Holiday /Guide Holiday / Training/Trefoil/Friends  
(please delete as necessary)

**£100 deposit is required at time of booking. Please send a SAE for the receipt**  
**Provisional bookings will only be held for 21 days.** Bookings are confirmed on receipt  
of both the booking form and deposit.

Cheques made payable to the Berkshire Guide Assn

From..... To.....  
(Please be aware of arrival and departure times during the holiday periods)

Arriving at..... Departing.....

My numbers will not exceed..... (Total numbers)

Name.....Tel. No.....

Guider GO number .....

Email Address.....

Address.....

.....

Unit..... District.....

Division.....

I am / am not a candidate for a licence.

**I have read, and I understand the terms and conditions attached.**  
**I understand the balance of my account must be paid in full before departure from**  
**the site.**

**The Residential Event Notification is to be sent from the Leaders Commissioner**  
**preferably electronically to be at the site office 2 weeks prior to arriving.**

Signed ..... Date.....

Send completed form to:

The Warden's Office  
Thirtover Place  
Ashmore Green Road  
Cold Ash  
Berkshire  
Rg18 9jd

01635 866646

*For Office Use: -*

*Deposit Receipt Number.....Date.....*

*Balance Receipt Number.....Date.....*

Thirtover Place  
Terms and Conditions

1. **Provisional bookings will only be held for a period of 21 days. Confirmation is to be made using the approved booking form and providing a deposit.**
2. ALL bookings for any activity on Thirtover Place are done through the Wardens Office. Payment for those activities is made at the end of the stay. Instructors are not to be contacted direct.
3. Arrival time at either the house or the camping sites is normally after 2pm. Any variation on these times is subject to prior agreement with the Warden.
4. Departure time at the weekend for either the house or the camping ground by 5 pm. Holiday period departure times are 12 noon, and check in from 2pm or by arrangement with the Warden.
5. Guiders in charge **MUST** report to the warden prior to occupying the house or camp site.
6. In some circumstances (e.g. extreme bad weather) the Warden may change requested camp sites to allow for recover of ground etc. This is entirely at his/her discretion. Should it be necessary to close the site, you will be informed 24 hrs in advance (where possible) with a full refund of deposit. In the event of a guider deciding to cancel, refunds of deposits are not given. **Venue users are to ensure they have the appropriate insurance cover to cover any liabilities they may have in case of cancellation.**
7. Use of the house includes all heating, lighting, and cooking facilities. Camp site users will be charged for electricity in the ablution block at £1.60/day, which includes hot water for washing up. 30p is charged per token for the shower.
8. Users of the house and Donnington Lodge are expected to leave it in a clean and tidy condition. If requested and for an extra charge, extra cleaning is available through the Warden (e.g. oven and floor). Camp site users are expected to leave the ablution block in a clean and hygienic condition and camp sites free from pegs, wood and rubbish.
9. Any damage on site must be reported and maybe charged for. If not declared prior to departure an additional charge will be made.
10. Vehicles are only allowed on the camp site and stable area with the permission of the Warden. Parking is on the main drive and the summer car park as directed by the Warden - no parking else where at all. If arriving via coach please advise the Warden so adequate parking and turning area is available.
11. **ALL** accounts are to be settled prior to departure. Cheques made payable to Berkshire Guide Assn
12. Security
  - Sites - all visitors to sites must sign in and out of the visitors book located on the veranda by the Warden Office, or greeted by the gate by a representative of the site they are visiting and then signed in. All visitors must wear an identification badge - available from the office..
  - House - All visitors to the house must sign in and out of the visitors book as above and wear identification whilst on site
13. All electrical items brought on to site, or into the house **MUST** have been PAT tested and bear a label to that effect
14. It is a requirement of the Berkshire Guide Assn Fire Safety Policy, that a Fire Drill, including evacuation, clearing and the appropriate roll call be completed within 1 hour of arrival