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| RESOURCE BOOKING FORM |
| Name of person ordering: |   |
| Address: |  |
|  |
|  | Post code: |  |
| Tel no (daytime): |  | Tel no(evening): |  |
| Unit/District/Division/County: |  |
| To be collected: | YES NO | By courier: | YES NO |
| Contact name (if different from above): |  |
| Delivery address (if different from above): |  |
|  |
|  | Post code: |  |
| Courier name: |  | Tel no: |  |

Note: When using a courier it is essential that the delivery is checked.

Report any discrepancies immediately to RHQ: 020 8675 7572

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| Event title: |  |
| Event date(s): |  |
| Pick-up at RHQ: | Date: |  | Time: |  |
| Return to RHQ: | Date: |  | Time: |  |

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| Pop up displays/Pull-up/Roll up tension banner (inside use only) |

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| 2 x We are all for girls | Quantity: |
| 2 x Girlguiding ‘Guides’  | Quantity: |
| 3 x Girlguiding ‘Student/Volunteer, be part of it’ | Quantity: |
| 2 x Girlguiding ‘Volunteer, be part of it’ | Quantity: |
| 1 x Large Girlguiding LaSER pop up display |
| 1 x Girlguiding ‘Brownies’ |
| 1 x Girlguiding ‘Rainbows’  |

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| Flags / sail banners (outdoor and indoor) |
| 2 x We are for all girls | Quantity: |
| PVC banners (outdoor and indoor) |
| 2 x Girlguiding LaSER logo  | Quantity: |
| 1 x Growing Up Wild |  |

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| Foam Boards (indoor and outdoor) |
| Girls Can foam boards  | Quantity: |
| Girlguiding LaSER Cortex signs | Quantity: |
| Other Resources |
| 1 | Photo printer |
| 15 | Yoga mats | Quantity: |
| 2 | Growing Up Wild Table cloth | Quantity:  |
| NA | Neckers | Quantity: |
| NA | High Visibility jackets (M to XXL) | Quantity: |
| NA | Lanyards | Quantity: |
| 1 | Display Stand |

|  |  |  |  |
| --- | --- | --- | --- |
| Signed: |  | Date: |  |

I agree to be responsible for all the Girlguiding LaSER resources I am hiring, as documented on this form.

I will be fully responsible to cover all costs of repair or replacement for equipment damaged or lost, subject to the discretion of the Girlguiding LaSER staff team.