|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 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

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

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

|  |  |
| --- | --- |
| 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’ | |

|  |  |
| --- | --- |
| 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 |  |

|  |  |  |  |
| --- | --- | --- | --- |
| 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.