



## Booking Form for Residential & Day Visits

Contact us before submitting this form to check availability and reserve your date(s).

Please send the booking form to: [chigwellrow@girlguidinglaser.org.uk](mailto:chigwellrow@girlguidinglaser.org.uk)  
Girlguiding Chigwell Row, 141 Lambourne Road, Chigwell Row, Essex, IG7 6EN.

Name of Group/Organisation: \_\_\_\_\_

Type of Group (Brownies/Cubs/School etc.): \_\_\_\_\_

Name/Nature of Event: \_\_\_\_\_

Arrival Date: \_\_\_\_\_ Departure Date: \_\_\_\_\_

Oaklands Lodge		London Field St James Park		Finsbury Park Site	
Jubilee House		London Field Regents Park		Other Field Site:	
The Bungalow		London Field Hyde Park			
Training Room		London Field Green Park		Day Group Field Shelter	

Leaders: Estimated Arrival Time: \_\_\_\_\_ Estimated Departure Time: \_\_\_\_\_  
*(Residentials - Arrival: after 4pm, Departure: by midday during school holidays, 5pm Sundays in term time)*

Participants: Estimated Arrival Time: \_\_\_\_\_ Estimated Departure Time: \_\_\_\_\_

Estimated Number of People attending: Overnight: \_\_\_\_\_ Day Visitors: \_\_\_\_\_

Name of person in charge of group: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_

Email: \_\_\_\_\_

Remember to enclose your deposit: Cheques should be payable to 'Girlguiding LaSER Chigwell Row'  
BACS payments to: Sort Code: 60 22 28 Account No: 69673985 Reference: 'Deposit - Unit Name'

I enclose a deposit of £ \_\_\_\_\_ Cash  Cheque  BACS

*Your booking is not confirmed until you have received a receipt for your deposit and a booking confirmation.  
We usually email this within 2 weeks of receipt. All deposits are non-returnable if you cancel your booking.*

Activities can be requested using the separate 'Activity Request Form'.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

In accordance with Girlguiding's GDPR policy, data provided above will only be used for the specific purpose it was collected for. It will be stored securely and destroyed when no longer needed. Girlguiding is the registered data controller\* for all our members' personal information, both in the UK and around the world. Want to find out more about how we use your information - and your rights? Visit [girlguiding.org.uk/privacy-policy](http://girlguiding.org.uk/privacy-policy) \* The organisation that manages and looks after your data

