



Scouts Australia - ACT Branch

The Scout Association of Australia
Australian Capital Territory Branch Incorporated

The Shakespeare Centre for Scouting
1435 Cotter Road,
Weston ACT 2611

Telephone 0447 481 803
Facsimile (02) 6260 5089

ABN 95 108 207 854
www.act.scouts.asn.au



Shakespeare Centre for Scouting Booking Form

Name of Organisation: _____

Address: _____

State: _____

Post Code: _____

Phone No: _____

Fax: _____

Name of Contact Person : _____

Phone No: _____

Dates of Required Booking: _____

Name of Group: _____

Activities Envisaged /Equipment Required _____

I wish to book the following facilities:

Facility	Number Required
Kitchen Cabin (8 beds) – three available	
Standard Cabin (10 beds) – three available	
Accessible Cabin (8 beds) – two available	
Shakespeare Centre Hall w/o kitchen facilities (150 people)	
Shakespeare Centre Hall & Kitchen Facilities	
All Shakespeare Centre Facilities	

Expected Number of Persons	Male	Female	Group Age
Group Time of Arrival	Group Time of Departure		
Do you require access prior to the group time of arrival? YES/NO.	If Yes at what time?		
Do you require access after the group time of departure? YES/NO	If Yes until what time?		

Deposit Enclosed \$ (\$200 per site or \$400 for whole camp site booking)

Your booking is secure only when the deposit has been received and receipted.

CANCELLATIONS:

The deposit is not refundable if the cancellation is made less than 3 months prior to the required date.
Deposits that are refunded will be subject to an administration fee of \$50.

SPECIAL CATERING:

Vegetarian - Allergies - food intolerance, will involve an extra tariff charge of 10% for the whole group if the number of requirements exceeds 10% of the whole group number. Please notify the Managers of names & details of those with special diets **7 days prior to camp** when lodging final numbers.

Meal for catered groups times are:

Breakfast	7.30am
Morning Tea	10.30am
Lunch	12.30pm
Afternoon Tea	3:30pm
Dinner	6.00pm

Supper will be left available for your desired time.

Meal times will be adhered to unless prior arrangements have been agreed with management.

Name of the group. A contact person and numbers of participants including special dietary needs must be confirmed at least 7 days prior to commencement of camp. This is the minimum number for which you will be charged (subject to the minimum shown on the Confirmation of Booking). Any reductions in these numbers closer than 7 days will not change your invoice.

I, as spokesperson for this booking, have read the "**Conditions of Hire**" document and agree that we shall abide by all conditions laid down by the Shakespeare Centre for Scouting.

Signed:

Date:

PAYMENT DETAILS

Payment by: Cheque Cash Credit Card Amount \$.....

Credit Card Details _ _ _ _ _ Expiry _ _ / _ _

Name of Cardholder Signature

Office use ONLY:	Date of receipt:	Receipt No:	CC App. No:	Cash / EFT
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