

## **Terms & Conditions for Hiring Outdoor Archery Equipment**

1. The session[s] must be run by someone who holds a current Archery GB qualification
  2. The Outdoor Archery equipment is for the use of Brownies, Guides, Senior Section and Adults only
  3. There is a minimum charge of £25 for up to 10 people per session. If more than 10 people per session then there will be an additional charge of £2.50 per person
  4. The maximum number of people allowed per session is 12
  5. Each session lasts 45 minutes
  6. A refundable deposit of £50 is required at the time of booking
  7. Separate cheques are required for the session[s] booked and the refundable deposit and must be paid before the date of hire
  8. Cheques to be sent to: Liz Linkins, County Treasurer, Jaspers, Stamford Avenue, Hayling Island, PO11 0BJ
  9. The refundable deposit will be returned within 2 weeks after the session[s] have been run
  10. Should any damage occur to the equipment other than normal wear and tear, then the refundable deposit of £50 will be retained. The unit will be invoiced for any additional amounts over £50 occurred for the repair or replacement of the equipment. [Such as snapped arrows, bows, damage to targets etc]
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**Booking Form**

Leader name: ..... Membership Number: .....

Unit/District/Division: .....

Address: ..... Email: .....

..... Home Phone: .....

..... Mobile: .....

.....

Date of hire: ..... Return date: .....

*[within 1 week of date of hire]*

Number of girls: ..... *[minimum charge £25 per session for up to 10 people. If more than 10 girls allow an extra £2.50 per person]*

Number of sessions required: .....

Total enclosed: £

*[Total cost of sessions plus £50 refundable deposit]*

*Please make cheques payable to: 'Girlguiding Hampshire East' and post to: Liz Linkins, Jaspers, Stamford Avenue, Hayling Island, PO11 0BJ*

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I agree to the Terms & Conditions for hiring the Outdoor Archery Equipment.

I understand that a refundable deposit of £50 must be given at the beginning of the hire and, so long as the Terms & Conditions are met, the refundable deposit will be returned within 2 weeks following the return of the equipment.

Signed: .....

On behalf of *[insert Unit/District/Division name]*: .....

Date: .....

**For County Use Only:**

Amount received: £

Date of Hire: \_\_\_\_\_

Refundable deposit received: Y/N

Any damage to equipment? Y/N

*[List any damages]:* .....

Date returned: \_\_\_\_\_

Refundable deposit returned: Y/N