

MAKING A RESERVATION AT BADGERS LODGE:

1. Please telephone (023 92 614286) or email walker1966@sky.com if you have any queries about this booking.
2. **Send booking form, deposit cheque £100.00 which will be banked plus £100 security deposit(not banked) and a SAE** (to return your booking confirmation) to Bookings Secretary **Lynne Walker 75 Hawthorn Crescent, Cosham, Portsmouth. PO6 2TH**
3. All reservations must be confirmed, **on booking form with appropriate deposit**, within two weeks or booking will be automatically cancelled. Cheques to be made payable to '**Sandy Acres Management Committee**'

Name	Mr/Mrs/Miss	Telephone	
Department/ Company		Mobile	
Address and Postcode		Email	
PURCHASE ORDER NUMBER: REQUIRED IF MEETING IS TO BE INVOICED.			
Invoicing Address (if different from above):			

Purpose of hire and anticipated numbers					
Facilities required (Please Indicate)	Badgers Lodge (with access to kitchen)	Rabbits Field (with access to toilets)	Foxes Den (with access to toilets)	Owls Hoot (with access to toilets)	
Date and Time	Date: From		Date: To		
	Arrival Time ** (including setting up time)		Departure Time** (including clearing up time)		
** NB: Please note that the building is managed by a team of volunteers. Details of access to the site and codes etc. will be arranged in the week preceding your event.					
				Office use only	
				Rec'd	By
Hire Fees	<i>Please see attached fees table</i>	TOTAL COST OF BOOKING (Payment to be remitted within 14 days of your event if not to be invoiced)	£ .		
Damages	<i>NB. Money will be deducted from your security cheque (or you will be invoiced) for any damage, electricity meter unread, any heaters, hot water tanks or lights left on, or if the building, including kitchen & bathrooms is left in an unclean state.</i>				
PAYMENT IS BY CHEQUE or BACS: Cheques must be made payable to ' Sandy Acres Management Committee '. Please reference both to the unit name and date of event. If using BACS, e-mail booking secretary to confirm deposit.					

Please note our cancellation policy: Cancellations must be made in writing to the Bookings Secretary at the above address. A cancellation fee will be charged on the following scale: less than 14 days notice the full fee will be charged; between 14 days and three months notice 50% of the fee will be due. Thereafter no fee will be charged but the deposit is non-returnable – please note that if you have opted to be invoiced for your hire fee then the deposit will be charged on cancellation.

Declaration: I have read the Terms and Conditions available on web site (Sandy Acres) and agree to abide by them.

Signed _____ Print name: _____ Date _____