



Booking form for Room Hire

Pax Lodge

World Association
of Girl Guides
and Girl Scouts

Association mondiale
des Guides et des
Eclaireuses

Asociación
Mundial de las
Guías Scouts

Please print clearly

Name: _____

Address: _____

Phone: _____

Email: _____

Company/Organization Name: _____

Event Name: _____ Number of Participants: _____

Event Dates: _____ Time: _____

Room

Full Conference Suite

Full day £475.00

Half Day £300.00

Canada Room with Garden

Full day £325.00

Half Day £225.00

Break-out room – OWL Room

Full Day £200.00

Half Day £100.00

USA Room

Full Day £250.00

Half Day £200.00

Sitting arrangements

Theatre Style

Café Style

Rectangular table

Circle of chairs

U-Shaped table

Other (please state what kind of sitting arrangement would you need):

Catering

Only tea & coffee
£1.50 per person

Tea & coffee with biscuits
£1.75 per person

Basic Buffet Lunch
£8.00 per person
(see attached Catering Options)

Tea & coffee with cake
£2.25 per person

Standard Buffet Lunch
£12.00 per person
(see attached Catering Options)

Equipment

Flip chart
£8.00 per day

Microphone
£40.00 per day

Projector
Free

White board
£6.00 per day

Laptop
Free

OTHER REQUIREMENTS (e.g. dietary requirements etc.)

We kindly ask that external food not be brought to your event. Please inquire about the different menu options we can offer. Any catering requests or changes must be **made at least two weeks prior to your event in order to be able to accommodate your requests.**

ACCOMMODATION

We can also offer accommodation for up to 64 guests. Please contact the Pax Lodge office for more information and to check availability.



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PAYMENT – Deposit payment of 50% - £_____ (payable to Pax Lodge)

Cheque £_____ Bank transfer MasterCard Visa

Delta Maestro Electron Amex

CREDIT CARD DETAILS: Name of card holder: _____

Amount: £ _____

Credit card number: _ _ _ _ _ / _ _ _ _ _ Expiry date: _ _ / _ _

Security number: _ _ _

Signature of cardholder: _____

Please note: The Security number refers to the 3-digit number on the back of the card on the signature line. If the address listed above is not the address of the cardholder we will also require that information.

I apply for the hire of the room and equipment as specified on the date and time given above. In the event of this application being accepted, I agree to pay the hiring fee. Where this application is made on behalf of a group, I can confirm that I have their authority to bind them by signing the application on their behalf.

A deposit of 50% of the total fee is required in order to confirm your booking. You will be given a period of 28 days to pay your deposit. All deposits are non-refundable and may not be transferred to another date. The balance of Payment is due on the day of your event, prior to your departure.

In the event of your booking being cancelled 50% of the total conference room hire fee is required as a cancellation charge. If your event is cancelled less than 7 days before the start of the event the full cost of the conference room hire is payable.

Signed _____ Date _____ Print Name _____