

**BROWNIE WEEKENDS AT PGL**

**9th – 11TH May or 20th to 22nd June 2025**

**Caythorpe Heath Lane**

 **Caythorpe Grantham NG32 3ER**

**Event information**

Please read thoroughly before completing the booking form on page 2.

**Venue**: PGL Caythorpe Heath Lane, Caythorpe, Grantham

**Dates**: pm Friday to lunch time Sunday

**Spaces**: 175 young people; 50 leaders.

The cost for all Brownies is £150 per person. This includes the accommodation, activities, food package and badge.

2. Leaders. The costs for all unit leaders is £75. This covers fees and the food package.

3. Deposit. A deposit is required at time of booking. The deposit is non-refundable and is £50 per person (young person & leaders).

4. Sign up deadline. The deadline for deposit and return of this form is 18th October 2024.

5. Balance. The remaining balance for all attendees is to be paid by 14th February 2025.

Other information

6. Leaders. Girlguiding ratios are to be adhered to. 1:6 Brownies. Unfortunately, we are unable to accommodate any additional leaders outside of these ratios.

7. GAW & REN forms. Leaders do not need to have the going away with qualifications and the REN form will be completed by the event coordinator.

8. Forms. Each unit will be responsible for consent forms, health forms and home contact. We will need to be informed of any serious illness, special needs and allergies to inform PGL

9. First Aid. Will be provided centrally. However, if there is a first aider in your team, please let us know.

10. **Meals**. Meals include an evening meal on the Friday through to evening meal on the Sunday. Menu tbc and dietary requirements to be submitted at time of paying the final balance.

11. **Parking/drop off/pick Up**. Arrival time 5pm on Friday. Pick up 6pm on Sunday.

12. **Activities**. Activities will be confirmed when that information is received from PGL.  You can look at the PGL Caythorpe website for further details to get an idea.

**Brownie Weekends at PGL**

You must complete all parts of this form – missed information may lead to a delay in your form being processed. Places will be allocated on a first paid (and payment confirmed), first served basis. The deadline for all forms **and** deposit is **18th October 2024**. An email receipt will be sent to you once this form received and payment is confirmed.

|  |  |  |
| --- | --- | --- |
| Please select weekend of choice | 9th-11th May 2025 | 20th-22nd June 2025 |
| *Delete as appropriate* |

1. Your unit’s details:

|  |  |  |  |
| --- | --- | --- | --- |
| Your name |  | Membership no |  |
| Unit’s name |  |
| Email address |  |

2. **Places**. A deposit of £50 per person is required to be paid with this form.

|  |  |  |  |
| --- | --- | --- | --- |
| Number of Brownie places |  | @ £50 each | £ |
| Number of leader places |  | @ £50 each | £ |
| \* By leaders, we mean any member of your leadership team | **Deposits paid** | **£** |

3. **Final balance**. Final balances are due by 14th February 2025:

|  |  |  |  |
| --- | --- | --- | --- |
| Number of Brownie places |  | @ £100 each | £ |
| Number of leader places |  | @ £25 each | £ |
| \* By leaders, we mean any member of your leadership team | **Balance owing** | **£** |

4. **Final Check**. By submitting this form, you are confirming the following (please tick):

|  |  |  |
| --- | --- | --- |
| 1 | Payment is either included (cheque) or has been paid via BACS before submitting this form. *Places will not be allocated by the team until payment is confirmed.* |  |
| 2 | A consent form for all under 18s will be completed. |  |
| 3 | You will complete a health form for everyone attending and provide 2 copies. |  |
| 4 | Your unit will adhere to the ratio 1 adult : 6 young members. |  |
| 5 | Your unit will bring a hard copy register of all attendees with you on the day. |  |
| 6 | Your unit will arrange a unit home contact & return the form on page 3 below.  |  |

**Details for payment can be found on page 3.**

**Home contact form can be found on page 4.**

**PAYMENT OPTIONS:**

1. **Cheques** made payable to ‘Lincolnshire South Guide Association’.

2. **BACS** to Lincolnshire South Guide Association.

 Sort code 20-11-13 | Account number 00437697

Put **your name** NOT your unit’s name as reference.

*(Please ensure to use the correct reference, failure to do so will lead to a delay in confirming your payment and subsequent allocation of places).*

Post forms (and cheques) to **Wendy Ireland, 17 Linden Road, Horncastle, LN9 5EE** or

Email this form to info@gglincssouth.org *(with a screenshot showing payment via BACS)*



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**Unit home contact details**

Every unit must provide details of the home contact they have set up for this event. We appreciate you may not have these details straight away but we must have them **BEFORE** the event. Please complete the details below and send when paying the final balance. Final balance is due by **14th February 2025**:

|  |  |
| --- | --- |
| Your name |  |
| Unit’s name |  |
| Email address |  |

|  |  |
| --- | --- |
| Home contact’s name |  |
| Home contact’s mobile phone number |  |
| Alternative telephone number (if available) |  |

Post this form (home contact details) to:

**Wendy Ireland, 17 Linden Road, Horncastle, LN9 5EE**

or email to info@gglincssouth.org by 14 February 2025.