

Please complete the following information and return to Alberta Girl Guide House to request your booking.							
Name of Group:			Date:				
Area:							
Responsible Guider:							
Address:							
Postal Code:				Fax Number:			
Email address:							
Telephone:		(Res)		(Cell)			
Emergency Contact:							
Telephone:		(Res)		(Cell)			
Edmonton Contact:							
Telephone:		(Res)		(Cell)			
Number of Participants: <i>(Maximum - 36)</i>		Adults		Girls			
Arrival Day & Date:				Time:			
Departure Day & Date:				Time:			
Will you need an orientation?				YES <input type="checkbox"/>		NO <input type="checkbox"/>	
Do you need use of the TV/VCR or DVD? (please circle one or both)				YES <input type="checkbox"/>		NO <input type="checkbox"/>	
PROVINCIAL OFFICE USE ONLY							
Orientation Requested:				YES <input type="checkbox"/>		NO <input type="checkbox"/>	
Date Received:							
Date of Orientation:							
Damage Deposit Received:		YES <input type="checkbox"/>		NO <input type="checkbox"/>			
Overnight Accommodation Payment Due Date:				Payment received <input type="checkbox"/>			
TV/VCR or DVD Booked		YES <input type="checkbox"/>		NO <input type="checkbox"/>		Deposit paid:	
						YES <input type="checkbox"/>	
						NO <input type="checkbox"/>	
Application Approved:				Entered Bookings:			

Acknowledgement:

I have read the Overnight Accommodations Information and Requirements, (AB-Council-31) and, I understand and acknowledge that my damage deposit covers:

- Any damage to the building incurred during my stay.
- Any clean up outlined on the checkout list that was not done, or not done satisfactorily.
- Failure to activate the security alarm system prior to my departure from the building.

Date: _____ Signature: _____

Name: (Print) _____

Overnight Accommodations Information:

Any Guiding group requiring accommodation in Edmonton may book the lower level of the Alberta Girl Guide House. The lower level consists of a large well lit, carpeted, rectangular space, a large kitchen area, and bathrooms with shower facilities. The building is wheel chair accessible.

Available for Use:

- 36 vinyl coated mattresses
- 40 chairs and 8 folding tables
- Stove, fridge, microwave, dishwasher
- Cleaning supplies, broom, vacuum
- Showers (3)
- 40 dishware settings / bakeware / pots / water jugs
- NO BEDDING or linens are provided
- TV / DVD (\$100.00 deposit required to book)

Overnight Booking Requirements:

- The Alberta Council office receives bookings on a first come - first serve basis by phone, 780-424-5510, between the hours of 8:30 a.m. to 4:30 p.m. Monday to Friday, or by emailing officeclerk@albertagirlguides.com
- The **maximum number of guests is 36**. This is related to the fire code and is not negotiable.
- The office must receive your **damage deposit** of \$50.00 and this completed **form three weeks before** the booking date to confirm your reservation. If your deposit is not received, your booking will be cancelled. Please make the damage deposit cheque payable to Girl Guides of Canada, Alberta Council.

- The office must receive **full payment** for overnight accommodation **one week prior** to your stay. Charges are \$7.00 per night per person. Write **separate cheques** for payment and your damage deposit. Please make both payable to “Girl Guides of Canada, Alberta Council.”
- You can reserve a **TV and/or DVD** player with a **prepaid deposit** of \$100.00. You must book these resources at the same time you make your booking.
- **You need an orientation** if you have never stayed at the Alberta Girl Guide House. You may schedule an orientation by calling 780-424-5510. Orientations are given Monday – Friday, 8:30 a.m. to 4:30 p.m.
- The office needs **48-hours cancellation notice**, or more, to cancel your booking. Your damage deposit will be held if you fail to cancel your reservation.
- The office holds your **damage deposit** cheque until after your stay and returns it if everything is in good order, and if the building security system is properly armed.
- **Latest check in time is 10 p.m.**
- Alberta Girl Guide House is a **non-smoking** building.
- Follow the alcohol policy as stated in GGC, Governance Policy – 01-23-01

Lost and Found

Any items left or found in the building after an overnight stay are kept in the Lost and Found for a period of three months. Contact the Alberta Council office at 780-424-5510 if you feel you have left items behind. Any package insurance and shipping charges to return items to you, is at your own expense.

Be sure to sign your acknowledgement on page 2 before sending.

For after hours emergencies please contact one of the following:

- 1. Darlene Ackroyd: 780 902 0921**
- 2. Marivic Asis: 780 729 7285**
- 3. Kathy Batty: 780 935 5510**