



**GIRL GUIDES OF CANADA - CALGARY AREA**  
 2188 Brownsea Drive NW  
 Calgary, Alberta T2N 3G9 403 283-8348

GCBA.C  
 Calgary Area

ALL BUILDINGS  
 DESIGNATED  
 NON-SMOKING

**CALGARY AREA GUIDE CENTRE**  
**BOOKING APPLICATION**  
 (Calgary Area Guiding Groups)

Date \_\_\_\_\_ Unit \_\_\_\_\_ District \_\_\_\_\_  
 Guider \_\_\_\_\_ Member(s) with Site Orientation \_\_\_\_\_  
 Phone \_\_\_\_\_ Email \_\_\_\_\_  
 Address \_\_\_\_\_ Postal Code \_\_\_\_\_  
 Rental Dates \_\_\_\_\_ Year \_\_\_\_\_

**2017 Fees**

Room	Evening use		Overnight	
	Booking fee	Rental Fee	Booking fee	Rental Fee
Olave Room: Meeting space for ~40. Sleeps up to 25 (includes shared washrooms & kitchen access for warming food):	\$25	\$40	\$75	\$100/night
Otter's Den: Meeting space for ~25. Sleeps up to 18 (includes shared washrooms & kitchen access for warming food).	\$25	\$40	\$75	\$75/night
Burns Room: Meeting space for ~10. Not for sleeping. (May be rented overnight for additional table/activity space.)	\$25	\$40	N/A	\$40/night
<b>Extra Equipment Rental:</b>				
Parachute		\$5		\$5
TV/DVD player or LCD projector		\$10		\$10
Foamies (up to 12 available)		\$3/foamie		\$3/foamie

**Evening use:** The booking fee is paid once for all evening rentals during the guiding year (Sept-June). Rooms are available from 6 pm until 10 pm Sunday through Thursday, subject to availability.

**Overnight use:** Booking fee applies for each rental. Rentals commence no sooner than 5:00 pm. Groups using the facility must vacate the building before 9 am. However, if training sessions are booked to use the facility, groups must vacate by 7:30 am.

**Terms and Conditions:**

Please call the Guide centre to inquire about availability. Once you have reserved a room, a cheque for the booking fee is due immediately. This fee is **non-refundable and non-transferable**. Also, a cheque for the room rental fee, post-dated up to 45 days prior to the start of camp, is due within 2 weeks of booking.

**\*\* Please ensure your cheques for the booking fee and room rental fees are received by the Calgary Guide centre within two weeks, or your reservation will be cancelled.**

**\*\* A \$25.00 fee will be charged on all NSF cheques**

Charges will be reimbursed for meetings for Girl Guide business or trainings for adult members however, booking is required to ensure space is available.

Calgary Area Girl Guide units get priority for reserving facilities, on a first come/first served basis for camps taking place September – June.

Bookings will be accepted as follows:

- Sleepovers can only be booked on weekends and statutory holidays between September and June. (No sleepovers between Christmas and New Year's Day). During July and August, sleepovers can be booked 7 days a week.
- Calgary area Girl Guide groups get priority for reserving facilities. Guiding groups are encouraged to book rooms up to 6 months but at least 3 months in advance.
- Non-guiding groups may book rooms for evening use up to 3 months but at least 2 weeks in advance.

If you require assistance or have special requests, please call the Calgary Guide centre at 403-283-8348 or email [ggcinfo@calgarygirlguides.com](mailto:ggcinfo@calgarygirlguides.com)

**Cancellation policy:**

A cancellation with ample notice allows Calgary Area Girl Guides to potentially recover the lost business. Therefore, rental fees will only be refunded if notice of cancellation is received 45 days before rental date.

If the rental is canceled less than 45 days before the starting day of camp, site fees will not be refunded unless another group can be found to take over the booking.

If a financial issue will result with the cheque being cashed 45 days in advance, please contact the office so separate arrangements can be made. In the event that rental has to be cancelled for safety reasons or travel is not recommended, no refund can be offered but, groups will be able to re-schedule at no charge. For consideration for a refund or re-schedule, contact [ggcinfo@calgarygirlguides.com](mailto:ggcinfo@calgarygirlguides.com).

**Use of facilities:**

- **One responsible adult for each rental group must contact the office arrange for building access and have an orientation prior to their stay. Orientation appointments are available during business hours the week of your stay. Out of town Guiding groups should make special arrangements ahead of time for orientation.**
- If a renter accidentally sets off the building alarm and the security company responds, call out fees will be charged to the renter responsible.
- The renter is responsible for set up of tables and chairs and preparation and cleanup of beverages if used.
- The building MUST be left in clean condition or a **cleaning fee** will be charged.
- Table cloths are available in the credenza in the Burns room (adjacent to the Olave room). Please protect table tops when doing crafts.
- Do not leave any food or personal belongings at the Guide centre following your event.
- If you use the kitchen, please wipe counters and place dishes in the dishwasher. **DO NOT LEAVE THE DISHWASHER RUNNING UNATTENDED**

**Additional information for Overnight use:**

- Only Guiding groups may rent the facility for sleepovers. Due to lack of separate sleeping quarters, no males are allowed.
- The responsible guider must have received acknowledgement/authorization from a safe guide assessor.
- Due to a city bylaw, no cooking is permitted in the kitchen. Items may be re-warmed using the microwave or stove. There is limited fridge space. It is recommended to bring a cooler.
- If both Olave room and Otter's den are rented, groups may have to coordinate kitchen access due to the small size of the kitchen facilities.
- Wipe tables, chairs and vacuum if necessary. A vacuum, carpet sweeper, extra garbage bags, paper towels etc. can be found in the 1<sup>st</sup> floor janitor's closet.
- Washrooms are to be thoroughly cleaned after use. (clean sinks, empty garbage containers, sweep floors). Showers are for emergency use only and should be thoroughly cleaned if used.

*The information collected on this form will only be used internally*

I have read and agree to the terms listed above:

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Name Signature or iMIS Date

If iMIS number is included, a signature is not required if this form is submitted by email.

*We protect and respect your privacy. Your personal information is used to communicate within our organization. We do not provide or sell this information outside our organization. For further information, see our privacy statement at [www.girlguides.ca](http://www.girlguides.ca).*