

## **Archery Booking Procedure**



## Please note that MONDAYS are not available to book

- Email <u>archery@girlguidingnorthamptonshire.org.uk</u> see if the date and time you would like is available
- Once agreed and instructors found a booking form and terms and conditions will be emailed to you. If you want badges don't forget to add them to the cost

Either send a cheque made payable to

Girlguiding Northamptonshire Special Events

along with your form to;

Archery, Girlguiding Northamptonshire, Unit 1 Brookfield, Duncan Close, Moulton Park, Northampton, NN3 7XB

## OR

If you wish to pay by bank transfer, contact the office for details go@girlguidingnorthamptonshire.org.uk and email your form

Once received we will scan your form and cheque to the adviser to show payment has been made and the booking can go ahead.

An emailed receipt will be sent to you.

Any questions contact the Adviser archery@girlguidingnorthamptonshire.org.uk

<u>Please note it is the responsibility of the Unit Leader to book the venue</u>