

# Hillary House Guide/Scout Program Booking Form

**Office Use Only:**

Date of Program: \_\_\_\_\_ Time: \_\_\_\_\_ to \_\_\_\_\_

Date of Booking: \_\_\_\_\_ Booking done by: \_\_\_\_\_

Programmer Name: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Phone number of Contact person: \_\_\_\_\_

Email: \_\_\_\_\_

Alternate Contact with phone number: \_\_\_\_\_

Circle appropriate group:    Guides    Brownies    Sparks    Scouts    Cubs    Beavers    Other

Name of Patrol/Group: \_\_\_\_\_ Number of Participants: \_\_\_\_\_

Name of Program: \_\_\_\_\_

Additional information For Programmer: (disabilities, allergies, medical conditions, requests etc....)

**Total Cost of Program:** \$ \_\_\_\_\_ **Cost per Participant:** \$ \_\_\_\_\_

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**Set Up Quick Checklist**

<input type="checkbox"/> Welcome sign posted	<input type="checkbox"/> Lights on and ropes up
<input type="checkbox"/> Cloak room cleared and ready	<input type="checkbox"/> Activity area prepped
<input type="checkbox"/> Docent's Notes reviewed and available	<input type="checkbox"/> Front porch light on, porch clear
<input type="checkbox"/> Activity supplies set up (with extras)	<input type="checkbox"/> Front door unlocked, alarm off
<input type="checkbox"/> Review rules before starting program	<input type="checkbox"/> SMILE! 😊
<input type="checkbox"/> No outdoor clothing or wet boots/shoes brought in the house (leave in cloak room)	<input type="checkbox"/>



## AURORA HISTORICAL SOCIETY

### **Scout and Girl Guide Programs at Hillary House Contract:**

#### **1. BOOKING:**

- 1.1. All bookings must be made by an adult over the age of 18.
- 1.2. All program component options must be chosen at time of booking. We are unable to make any changes to the options once the contract is signed.
- 1.3. Deposit of 50% must be made within 2 business days of booking otherwise booking may be cancelled.
- 1.4. The remaining 50% booking fee must be paid prior to the start of the program.

#### **2. GROUP SIZE:**

- 2.1. At this time we can accommodate groups of up to 15 children. In order to run the program, there must be a minimum of six (6) children. You may opt to book the program with fewer than six (6) children, but you will be charged for a minimum of six (6) children.
- 2.2. Adult chaperones and leaders are not included in the minimum or maximum numbers and will not be charged a fee.
- 2.3. Due to limited space, a maximum of five (5) adults (including aids for special needs people) will be allowed to accompany the program.

#### **3. RATIOS:**

- 3.1. A child-to-adult ratio of one (1) adult to every five (5) children is needed in order to run the program. The programmer and aids (for participants with special needs) are not included in this ratio.

#### **4. FOOD:**

- 4.1 Food is not to be consumed during the program or at all times when in the building.

#### **5. CANCELLATION:**

- 5.1. If you need to cancel, please do so at least 5 business days before the booked program and you will be refunded your 50% booking fee, less a \$10 administration fee.
- 5.2. Should the program be cancelled due to weather or disaster or unforeseeable circumstances beyond our control, every effort will be given to give you 2 days notice and you will be given the option to rebook at a later date or receive a refund.

**6. TIMING OF PROGRAM:**

6.1. Please be on time, however we do ask that you not arrive more than 20 minutes prior to the start of your program.

**7. ACCESSIBILITY:**

7.1. Hillary house is an old building and at this time is not able to accommodate wheelchairs due to multiple staircases. We apologize for any problems this may cause.

7.2. People with special needs are welcome to bring a service animal, and/or one (1) helper at no extra cost, and/or any needed medical equipment including but not limited to walking aids, oxygen tanks, etc..

**8. PROTECTION OF PROPERTY:**

8.1. To protect the floors, we ask that indoor shoes be brought during the winter. Salt and sand tracked in to the house during the winter months can cause a lot of damage to the floors and carpet.

8.2. The group will be allowed to use the cloak room at Hillary House for coats, boots and large bags. Hillary House accepts no responsibility for lost or stolen items left in the cloak room.

**9. BEHAVIOUR:**

10.1 Proper behaviour is expected from the children and adult including but not limited to respect for Hillary House staff and property, appropriate indoor actions and voices and non-disruptive behaviour. Failure to act appropriately will result in:

- a) The offending party bring removed from the program AND/OR
- b) The immediate end of the program without refund AND/OR
- c) Banning from future bookings at Hillary house

To avoid this from happening, the programmer will go over the house rules with the entire group at the start of the program and may review them any time during the course of the program.

10.2 The group is entitled to a programmer who is polite and courteous towards the entire group and will maintain professional behaviour for the duration of the program.

I, \_\_\_\_\_, understand the above stated rules and agree to them.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Booking Fee Deposit: \$ \_\_\_\_\_ Paid on: \_\_\_\_\_ Initial: \_\_\_\_\_

Booking Fee Total: \$ \_\_\_\_\_ Paid on: \_\_\_\_\_ Initial: \_\_\_\_\_