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SCOUTS South Africa

WESTERN CAPE

Member of the World Organisation of the Scout Movement

Campsite Booking Procedure – March 2013

Please note that the following changes are being instituted with immediate effect for the booking of Hawequas, the Scout Mountain Club Hut and Appleton. Gilray and the Sea Scout Base will continue to take bookings directly as is the current practice.

- A 'booking deposit' of R150 is to be paid by any group wanting to book any of these sites
- This deposit will be retained at HQ after the first booking and not be refunded
- This allows groups to book on future occasions without having to pay another deposit, and also reduces admin load and cost in bank charges of deposit refunds
- If groups particularly want the deposit back, they can request it
- Should there be any breakages or damage that the group are responsible for during their stay on one of these properties, this will be taken out of the
- R150, which will need to be 'topped up' before another booking can be made.
- Damages in excess of R150 will be charged to the group
- No further bookings will be allowed for any property until the damages have been settled in full

- Bookings can be made by email or telephone
- Bookings will stand for 7 days, during which time a 20% (of total fees) deposit must be paid to secure booking
- The outstanding balance must be paid in full 10 days before arrival.
- Should the booking be within 10 days of the date booked, the 20% deposit will not be refunded

- Only groups in good standing (i.e. whose capitation fees have been paid in full) may use scout facilities