



**Girlguiding Dundee**  
**COUNTY OUTDOOR CENTRE, NEWBIGGING**  
**Booking Form**

1. To Book, please first take a look at the information on our website about:

Fees  
General Rules

Facilities available  
What you need to take

2. Check with Booking Secretary for availability: [newbigging@girlguidingdundee.org.uk](mailto:newbigging@girlguidingdundee.org.uk)

If the facility is free we will mark your booking as provisional on the calendar and hold it for 14 days.

3. Fill out the form below, complete the appropriate fire acceptance form and **post** with your cheque for £50 deposit made payable to CITY OF DUNDEE GUIDE ASSOCIATION NEWBIGGING FUND to Mrs M Lowson, 23 Well Street, Monifieth DD5 4AT.

4. We will email you a booking confirmation receipt, final balance payment sheet, mark your booking as final and direct you to the information you will need to have a successful stay!

5. Please remember your final balance is due 4 weeks before your stay.

Facility		Number of users		
Holiday House				
Campsite Equipped (Guiding users only)				
Wigwam 1	Wigwam 2	Wigwam 3		
Dates		Date	Approximate time	
Arrival				
Leaving				
Your details				
Name of Unit/ or organisation				
Leader in charge				
Contact address for leader				
Contact email				
Contact phone number				
Contact mobile number				



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**Holiday House Fire Safety Information**

It is the responsibility of the City of Dundee Guide Association to ensure that everyone using the Holiday House is safe from fire at all times.

All leaders of groups using the House must familiarise themselves, before staying at the House, with the following information, so that they are able to take charge in the event of any fire situation.

The leader must know about:

- Fire Safety Information as **detailed on our website**
- The fire alarm system within the Holiday House
- The layout and fire precautions within the Holiday House
- Fire procedures for the Holiday House
- How to use the fire extinguishers available in the House (for minor incidents only)

**It is the leader's responsibility to supervise evacuation from the House.  
The leader is not expected to tackle fires.**

***The Acceptance Form below must be returned with your booking form:***

**Fire Safety Information - ACCEPTANCE FORM**  
**Girlguiding Dundee County Outdoor Centre - Newbigging Holiday House**

Name of group: .....

Name of leader in charge of group in the House.....

Name of deputy leader of group in the House: .....

Starting date in the House: .....

Finishing date in the House: .....

As the person in charge of the group, I have read the fire safety notes on the website and accept responsibility for the safety of our group while using the City of Dundee Guide Association Outdoor Centre.

Print Name: ..... Signature: ..... Date: .....



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**Campsite & Wigwam Fire Safety Information**

It is the responsibility of the City of Dundee Guide Association to ensure that everyone using the Campsite is safe from fire at all times.

All leaders of groups using the Campsite must familiarise themselves, before staying at the Campsite, with the following information, so that they are able to take charge in the event of any fire situation.

**The leader must know about:**

- Fire Safety Information as **detailed on our website**
- How to raise the alarm in the event of fire
- The layout and fire precautions within the Campsite, Wigwams and Wet Weather Shelter
- Fire procedures for the Campsite and Wet Weather Shelter
- How to use the fire extinguishers available in Campsite, Wigwams and Wet Weather Shelter (for minor incidents only)

**It is the leader’s responsibility to supervise evacuation from the tents, wigwams and buildings. The leader is not expected to tackle fires.**

***The Acceptance Form below must be returned with your booking form:***

**Fire Safety Information - ACCEPTANCE FORM**  
**Girlguiding Dundee County Outdoor Centre - Newbigging Campsite**

Name of group: .....

Name of leader in charge of group at the Campsite.....

Name of deputy leader of group at the Campsite: .....

Starting date onsite: .....

Finishing date onsite: .....

As the person in charge of the group, I have read the attached fire safety notes on the website and accept responsibility for the safety of our group while using the City of Dundee Guide Association Outdoor Centre.

Print Name: ..... Signature: .....Date: .....