

REUNION 2009 BASE APPLICATION FORM



This form should be completed if you wish to apply to run a base at Reunion 2009. Before completing this form please read the booking terms carefully. You will be asked to sign to demonstrate that, if your application is successful, you agree to attend the event and obey these terms.

You should also read the information sheet on base bookings before completing this form.

This form should be returned to Base Bookings, Reunion 2009, The Scout Association, Gilwell Park, Chingford, London E4 7QW no later than 24th July 2009.

Name of organisation			
Name of base			
Contact name			
Postal address			
		Postcode	
Telephone number			
Mobile telephone number			
Fax number			
Email address			

One of the key objectives of Reunion is that it provides the guests who attend practical support in their role (for example: practical programme ideas; key information; examples of good practice). Please detail what your base will be providing (eg. 'craft ideas on an international theme').
If your base will be promoting, advertising or selling anything please tell us where the profits will go.

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As the booking and payment arrangements for bases have changed this year, we need the information above to help with the classification of your base. If you have been to Reunion in the past please still contain all information here – do not refer to 'as in previous years' as we do not hold all past information. If this section is left blank, you will be charged at the highest rate. This information also helps us to place your base in the most relevant location during the event.

Type

(Please select the category you think your base falls into, based on the information given above)

- Programme**
A base which provides practical programme ideas or activities which people can take part in and/or take back to use in their local Scouting.
- Scout Commercial/Promotional**
A base which is Scout related and which is promoting, advertising or selling anything where the profits are invested directly back into Scouting. This includes a base promoting membership of a Fellowship or other group, where that base is not providing practical programme ideas.
- Non-Scout Commercial/Promotional**
A base which is promoting, advertising or selling anything where either the content is not Scout related, or where the profits do not go directly back into Scouting.

Vehicle passes are available to allow access to the base areas at specified times. Please see booking terms for further information.

Number of vehicle passes required	
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Please provide details of any large vehicles or vehicles that have restricted movement that are required for your base.

It is possible for the event organisers to provide you with equipment for use at your base. From the following list please indicate your requirements:

Scout Commercial/Promotional bases will be charged £25 per table

Non-Scout Commercial/Promotional bases will be charged £75 per table

Tables	
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Chairs	
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Do you require electrical power?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
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If yes, please give full details...

Appliance	Number	Voltage/Wattage requirement
Total Number of sockets required:		

Please provide any further, relevant details about your base (for example, the requirement for a particular sized space, the requirement to be outside, etc.). Please note that whilst we will make every effort to meet your requirements it may not be possible in all circumstances.

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Please tick the following:

I acknowledge that I have read and accept the booking terms.

I acknowledge that I have read The Scout Association's Safety Policy, will conduct my base/workshop/activity in accordance with its contents, and have included a risk assessment.

I acknowledge that I have read The Scout Association's Child Protection Policy and will conduct my base/workshop/activity in accordance with its contents.

Payment is calculated based on the classification of your base:

- Programme base – no fee
- Scout Commercial/Promotional – no. of tables x £25 (minimum fee = £25)
- Non-Scout Commercial/Promotional – no. of tables x £75 (minimum fee = £75)

I enclose a fee of in payment based on the information given earlier in this booking form.

Cheques should be made payable to "The Scout Association".

Signed		Date	
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Please note: by returning this form you are applying only to hold a base. All participants, **including the base contact named on this form**, must go through the participant booking process at www.scouts.org.uk/reunion in order to book into the event and have access to the site.

In the case of Non-Scout Commercial/Promotional base holders ONLY the following Base Staff Registration form should be completed for each member of base staff.

For office use only

Date received	
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Base reference	
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Notes	
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**REUNION 2009
BASE STAFF REGISTRATION FORM – Non-Scout**



This form applies only to Non-Scout Commercial/Promotional bases. An individual form **must** be completed for **each individual** staffing the base (up to 2 staff). Individuals will be given a day pass for Saturday 5th September. Please contact us if you require more staff on your base.

Base Staff Details (PLEASE COMPLETE IN BLOCK CAPITALS)

Name	
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I am staffing the following base	
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Address		
	Postcode	

Telephone number	
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Mobile telephone number	
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Email address	
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Date of birth	
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Role in Scouting (if applicable)		Membership Number (if applicable)	
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Emergency Contact Details (PLEASE COMPLETE IN BLOCK CAPITALS)

Name	
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Address		
	Postcode	

Telephone number	
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Mobile telephone number	
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Relationship to guest	
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GILWELL REUNION 2009– RISK ASSESSMENT



BASE/ACTIVITY		CONTACT	
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STEP 1

STEP 2

STEP 3 (AND 4)

STEP 5

HAZARD	WHO MIGHT BE HARMED?	IS THE RISK ADEQUATELY CONTROLLED, OR IS MORE NEEDED?	REVIEW AND REVISION