

**FACILITY RESERVATION FORM (Girl Scout Houses/Conference Center)**



Girl Scouts of Gulfcoast Florida, Inc.  
 4780 Cattlemen Road, Sarasota, FL 34233  
 941-921-5358 or 800-232-4475 \* FAX 941-923-5241  
 Website: [www.gsgcf.org](http://www.gsgcf.org) Email: [property@gsgcf.org](mailto:property@gsgcf.org)

**Please complete the form and submit via email, fax, or regular mail.**

**PLEASE NOTE - PAYMENT MUST BE INCLUDED (Provide credit card information below).**

**The following are processing dates for events: (Requests received early will be held until processing date.)**

**TROOP:** (3) three months prior to date ♦ **SERVICE UNITS:** (6) six months prior to date

Troop event – Troop # \_\_\_\_\_  Service unit event – Service unit (must be filled in) \_\_\_\_\_

Grade level(s):  K-1 (Daisy)  2-3 (Brownie)  4-5 (Junior)  6-8 (Cadette)  9-10 (Senior)  11-12 (Ambassador)  Multi level

Event coordinator name \_\_\_\_\_ Event title \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ Zip \_\_\_\_\_

Phone \_\_\_\_\_ Cell \_\_\_\_\_ Email \_\_\_\_\_

# Girls \_\_\_\_\_ # Adult Females \_\_\_\_\_ # Adult Males \_\_\_\_\_ Total attending \_\_\_\_\_ Will you need accommodations for men?  Yes  No

<u>Girl Scout Houses</u>	<u>Day Capacity</u>	<u>Overnight Capacity</u>	<u>Conference Center (Sarasota)</u>
Arcadia	30	15	Auditorium day usage 200 (seating only) (tables & chairs)
Collier	45	25 (No Sunday morning availability)	No overnight sleeping in the Auditorium.
<b><u>Girl Scout House Rental Fees:</u></b>			<b><u>Conference Center Troop/SU Fees: (Sarasota)</u></b>
Day usage 8:00 a.m. – 12:00 p.m. or Day usage 1:00 p.m. – 5:00 p.m. \$20			Day usage: 8:00 a.m. to 12:00 p.m. or Day usage: 1:00 p.m. – 5:00 p.m. \$50
Full day 8:00 a.m. – 5:00 p.m. \$40			Full day 8:00 a.m. – 5:00 p.m. \$100
Overnight usage: 6:00 p.m. – 7:45 a.m. \$40			Day capacity: Rooms A-B-C (downstairs) 12 per room. Rooms D-E (upstairs) 50 per room
			Overnight usage: 6:00 p.m. – 7:45 a.m. Next day \$150
			Overnight capacity: Rooms D or E only (upstairs) 25 per room

\_\_\_\_\_ to \_\_\_\_\_ Facility \_\_\_\_\_  Half Day  Full Day  Overnight  Auditorium

\_\_\_\_\_ to \_\_\_\_\_ Facility \_\_\_\_\_  Half Day  Full Day  Overnight  Auditorium

**Cancellation Refund Policy Applies**  
 30 days prior to camp date – full amount paid will be refunded  
 29-15 days to camp date – half amount paid will be refunded  
 14 days or less prior to camp date – NO REFUND

Girl Scout House/Conference Center Arrival Time \_\_\_\_\_ Girl Scout House/Conference Center Departure Time \_\_\_\_\_

**CURRENT CERTIFICATIONS**

Name of FA/CPR trained facilitator \_\_\_\_\_

**PLEASE CHARGE MY:**  MasterCard  Visa  Discover  Amex Amount to be charged \$ \_\_\_\_\_

I authorize GSGCF to use and process the following information.

Credit card number \_\_\_\_\_ Expiration date \_\_\_\_\_ CVV \_\_\_\_\_

Print name as it appears on card \_\_\_\_\_ Signature \_\_\_\_\_

**OFFICE USE ONLY:** Date received \_\_\_\_\_ Date processed \_\_\_\_\_ Conf. date \_\_\_\_\_

Reservation confirmed for \_\_\_\_\_ to \_\_\_\_\_ Facility \_\_\_\_\_ Units \_\_\_\_\_

Approval \_\_\_\_\_ Date \_\_\_\_\_ Fee \$ \_\_\_\_\_ Refund \$ \_\_\_\_\_

Account # \_\_\_\_\_