



Mote Park Cottage, Co. Roscommon

Email: booking@iggcottageroscommon.com Tel: 087 285 4769

www.iggcottageroscommon.com

To book contact: Mary Kelly 087 285 4769 or email: booking@iggcottageroscommon.com.
Ballinagard Road, Roscommon, F42 ND89

RATES:

Deposit: €50 – payable on booking.

Accommodation: €10 per person, per night

Camping: €5 per IGG member or €8 per non-IGG member, per night

Electricity: Included in the above rate.

Rubbish: **Visitors are expected to take rubbish generated away with them.**
If this is not possible pre-paid rubbish bags are available to purchase.
€6 per bin tag.



Badges: Mote Park badges are available @€1 each to be ordered at booking for collection at the cottage.

Cleaning: Visitors are required to complete and sign a Departure Checklist, if additional cleaning is found to be necessary a charge of €30 will be added to the final balance due.

Payment: Final outstanding balance due for payment within 2 weeks of departure date.

All cheques made payable to **Irish Girl Guides** and forwarded to:

Mary Kelly, Ballinagard Road, Roscommon, F42 ND89



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BOOKING FORM

Please complete and return the Booking Form with deposit, cheques made payable to **Irish Girl Guides** to:
Mary Kelly, Ballinagard Road, Roscommon, F42 ND89

Name of Organisation:

Total number of visitors:

Accommodation required:Outdoor camping/Indoor dorms & facilities

Leader-in-Charge/Contact:

Contact telephone number:

Address:

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.....

.....

Email address:

Date of Arrival:

Date of Departure:

Number of Nights:

Badges @ €1 each:

Total Balance due:

I am aware that our Group must take our rubbish home for disposal – if due to our transport this is impracticable we will purchase pre-paid rubbish bags.

Pre-paid rubbish bags (€6ea)

Deposit enclosed: €..... *minimum deposit €50*

Please read and sign:

Being the named responsible person visiting with the above group using IGG Mote Park Cottage during the above dates, I undertake to leave the centre in a clean and tidy condition. On our departure I agree to complete and sign the attached Departure Form. I have read and agree to abide by the rules for use of the centre laid down by the Management Committee and understand that we will incur extra charges if the Departure checklist is not adhered to.

Signed:

Print Name:

We thank you for your cooperation and we hope you enjoy your visit to the IGG Mote Park Cottage.





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DEPARTURE FORM

DEPARTURE CHECKLIST:

Item		Chkd	Signed
Rubbish	Food waste: compost		
	Rubbish: taken home or in pre-paid sacks		
	Recyclables: taken home or sorted and stored		
Windows	All windows closed		
Floors	All floors swept and mopped		
Fridge	Empty		
Water	All water heater switches turned OFF		
Toilets	All toilets cleaned and flushed		
	All sinks cleaned		
	All taps switched OFF		
	All showers switched OFF		
Kitchen	Tables all wiped down		
	Chairs on tables		
	Cooking utensils clean and away		
	Cutlery and crockery clean and away		
	Sides wiped down		
	Sink clean, taps off		
	All food removed		
Front Room	All chairs stacked		
	All tables wiped		
Bedrooms	All under-cases on pillows		
	Under beds clear and clean		
Storage Heaters	<u>Switches turned off on the wall for every heater.</u>		
I confirm that all the above items have been checked and acted upon and that the Mote Park Cottage is clean and tidy:			
Signed:		Leader-in-Charge	
Telephone:		Unit:	

Thank you for staying with us at IGG Mote Park Cottage – we would value any comments or suggestions you would like to offer.

