

GOBUR OWNERS CLUB

GUIDANCE ON COMPOSING A RALLY BOOKING FORM

THESE NOTES AND THE ATTACHED SAMPLE FORM MUST BE USED IN CONJUNCTION WITH THE INFORMATION GIVEN IN THE LEAFLET 'GUIDELINES FOR RUNNING A RALLY'

1. If you receive this information electronically and wish to use it on a computer it may help you to know that it was composed on Microsoft Word. If you insert more text than has been used in the sample booking form you will have to adjust the font size in order to keep your form to a single A4 sheet.
2. The attached Completed Booking Form is a sample one only and is fictitious. Also attached is a blank form with the spaces requiring filling in by the organisers marked with red dots.
3. The items given in Black ink are the headings and fixed information that should appear on your form.
4. The items given in Red ink are those that will have to be tailored to your particular rally.
5. Most of the information to be inserted is self-explanatory, however, the section headed 'ABOUT THE SITE' MUST BE COMPOSED WITH PARTICULAR CARE. It is very important to avoid problems that you read the sections of the 'Guidance on Running a Rally' headed 'Approaching the Site Owner' and 'Booking Forms' before composing the site information. You MUST make clear on your form any restrictions on types of vehicles, pets, access to facilities, etc which apply to the site.
6. The section on 'Money' in the 'Guidance on Running a Rally' will help you with deciding your rally fee, deposit and payment dates.
7. Make sure that if you print any maps or other information on the back of the Booking Form that it does not run-over on to the tear-off section.

GOBUR OWNERS CLUB

BISHOP MONKTON RALLY SEPT 8TH TO 13TH 2004**ORGANISERS: Jack and Jill Brown Tel: 01234 567890**

Mobile Tel: 077794 5837612 E-mail: jack.jill3@hotmail.com

ASSISTED BY: John and Joan Jones Tel: 01234 678901**ABOUT THE AREA:** The site is in a quiet Yorkshire Village just off the A61. There is easy access to Fountains Abbey; Ripon; The Dales; Thirsk and the North York Moors.**ABOUT THE SITE:** The site has a full, heated, toilet block and states that it meets disability access requirements; there are washing up sinks but no laundry facilities. Electric Hook-ups are on each pitch. The village has a small shop which sells sweets, milk, some groceries and newspapers. There are two pubs in the village that serve excellent food.The following are **NOT ALLOWED** on site, commercial type vehicles: dogs and other pets.Please book any extra nights that you would wish to stay, either before or after the Rally, directly with the site.**HOW TO GET THERE:****From the North:** Leave the A1 at the Ripon exit and travel down the A61 round the Ripon By-Pass . **DO NOT** take the Bishop Monkton road sign posted off the by-pass but continue a further 3 miles and take the left turn sign posted Bishop Monkton (Garden Centre on opposite side of A61). Proceed down the lane to the cross roads (about 1 mile), turn right; site in half mile on the right.**From the South:** Leave the A1 at the Knaresborough turn and take the A59 through Knaresborough at the bottom of the High Street turn left on A59 and then immediately right on to the B6165. Follow the B6165 to its junction with the A61 at Ripley. Turn on to the A61 towards Ripon and in 5 miles you will reach a right turn to Bishop Monkton, take this turn and proceed down the lane to the cross roads (about 1 mile), turn right; site in half mile on the right.**EVENTS/ACTIVITIES:** The usual coffee meeting each day and a fish supper on Saturday Night.**PLEASE COMPLETE THE BOOKING FORM BELOW and return the tear off section to:-
J. Brown 250 Jackson Road , Monkfrith, North Yorkshire, NY13 3PS. together with a cheque for £5.00 deposit made payable to J. Brown.
(Please include a S.A.E. if you require a receipt)****THIS PART OF THE BOOKING FORM TO BE RETAINED BY THE MEMBER**

Arriving.....Departing..... =.....Nights

No. of Nights.....	@ £10.50 per night all included	= £
	Rally Fee per Unit	£ 3.00
	TOTAL = £	
	Less Deposit	£5.00
	BALANCE DUE BY JULY 19th 2004	£

Please note that the GOC does not have insurance cover for loss or damage to caravans and their contents.
MEMBERS ATTEND THIS RALLY AT THEIR OWN RISK.

-----TEAR OFF -----

THIS PART OF THE BOOKING FORM, TOGETHER WITH THE DEPOSIT TO BE SENT TO**J. Brown, 250 Jackson Road, Monkfrith, North Yorkshire, NY13 3PS.**

Names of all those attending the Rally.....

Address.....Post Code.....

Contact Telephone No:..... Mobile Tel:.....

Vehicle Reg. No:.....

Arriving.....Departing..... =.....Nights

No. of Nights.....	@ £10.50 per night all included	= £
	Rally Fee per Unit	£3.00
	TOTAL = £	
	Less Deposit	£5.00
	BALANCE DUE BY JULY 19th 2004	£

GOBUR OWNERS CLUB

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ORGANISERS: **Tel:**
Mobile Tel: **E-mail:**

ASSISTED BY: **Tel:**

ABOUT THE AREA:
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ABOUT THE SITE:
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Please book any extra nights that you would wish to stay, either before or after the Rally, directly with the site.

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