



SCOUT DUNK REQUISITION FORM

We give below the details regarding the lending of the famous "Scout Dunk" carried down the years by the Scouts of the 16th Colombo Scout Troop of S. Thomas' College, Mount Lavinia:

The lending options are categorized into 3 packages as follows:

Package Details	Cost
1. Package 1: <ul style="list-style-type: none">○ Duration – 1 or more days○ Manpower for fixing and removing – Not provided○ Transport – Not provided○ Refundable deposit – Rs. 4000	Rs. 8000 per day
2. Package 2: <ul style="list-style-type: none">○ Duration – 1 day○ Manpower for fixing and removing – Provided○ Transport – Provided○ Refundable deposit – Rs. 8000	Rs. 16000
3. Package 3: <ul style="list-style-type: none">○ Duration – 2 or more days○ Manpower for fixing and removing – Provided○ Transport – Provided○ Refundable deposit – Rs. 8000	Rs. 10000 per day

Terms and Conditions:

1. Any requisition for the Dunk should be made **10 days** prior to the event.
2. All requests should be done via filling up the form furnished overleaf and sending it along with a cover letter addressed to "16th Colombo Scout Troop, S. Thomas' College, Mount Lavinia." along with a copy of the cover letter and request details emailed to stcscouts@gmail.com. **OR**
Fill the online form and mail the cover letter of requisition to the above address.
3. All correspondence for requisitions should be in written form and we will not hold ourselves responsible for any verbal requests.
4. The Borrower shall be solely responsible for the protection of the Dunk and if any damages are caused, the refundable deposit will be suspended and an additional amount will have to be paid for any such damages along with the balance amount of the package. The Troop reserves the right to determine the amount according to the nature of the damage in such instances.
5. The rates of the above packages are not subject to change under any circumstances.
6. The refundable deposit shall be paid at the time of borrowing the Dunk, and will be refunded at the time of returning, provided that there is no damage caused to the Dunk.
7. For any delay in delivering the Dunk on the promised day, an extra **Rs. 3000** will be charged for every such delayed day.





8. We will **not** provide Scouts to man the Dunk at the event.
9. The payments can be made by cash or by cheque. All cheques should be drawn in favour of "The 16th Colombo Scout Group" and crossed "A/C Payee only".

Please fill the form below to complete your requisition. Please keep the customer copy of the receipt safely until the transaction is completed.

RECEIPT FOR REQUISITION OF THE SCOUT DUNK

1. Name and Address of Company / Individual requesting the Dunk (Referred to as the "Borrower" from here on):

2. Event type (Please tick as appropriate):

- a. Fair / Fundraiser project
- b. Party
- c. Other:

3. Desired package (Please tick as appropriate):

- a. Package 1
- b. Package 2
- c. Package 3

4. Payment method (Please tick as appropriate):

- a. Cash
- b. Cheque

5. Date of borrowing the Dunk:

6. Date of returning:

7. Duration:

8. Total Cost:

Borrowing Details (To be completed at the time of receiving the Dunk):

I have read and agree to the terms and conditions pertaining to this transaction. I certify that all the parts of the Dunk are intact and in proper condition. I will ensure that the Dunk is delivered back to College on the

.....
Signature of Borrower

.....
Date

I certify that I accepted a sum of Rs..... as a refundable deposit in the form of cash / cheque for the above transaction.

.....
Signature of Senior Scout in Charge
Name:





16TH COLOMBO SCOUT GROUP



S. THOMAS' COLLEGE, MOUNT LAVINIA

Returning Details (To be completed at the time of returning the Dunk):

On behalf of the Troop, I confirm that we received the Dunk in good / bad condition from on the along with a payment of Rs..... in cash / cheque.

The status of the Dunk, if found in a bad condition:

.....
Signature of Borrower

.....
Date

.....
Signature of Senior Scout in Charge
Name:

