**Suffolk Federation Holiday Lodge - Kelling Heath**

**Booking Request Form**

* Dates will be allocated on a first come first serve basis in the order they arrive in the **suffolkadmin@polfed.org**inbox, specifically.

|  |  |
| --- | --- |
| First Name |  |
| Surname |  |
| Collar Number |  |
| Mobile  |  |
| Email (personal) |  |
| Car Registration |  |
|  |  |
| Dates in order of preference – you will be allocated ONE of these Options only (**if available**).* BOOKINGS MUST BEGIN ON A **MONDAY OR FRIDAY**
 |
| Option 1 |  |
| Option 2: |  |
| Option 3: |  |
| Names of those 16 +  |  |
| No. of children under 16 & their ages |  |
| Third Bedroom required. (small twin) | Yes / No  |
| Fourth bed required. (Double Sofa-bed in lounge area)  | Yes / No |

**Email this booking form to** **Suffolkadmin@polfed.org**

* **Full Payment Details and dates offered (if applicable) will then be sent via our**

**Terms and Conditions form.**

**Terms & Conditions form should then be signed and returned to** **Suffolkadmin@polfed.org** **with any required payment made accordingly.**

* If booked more than 5 weeks in advance – a 50% of balance deposit is payable by BACS within 48 hours on confirmation of booking date.
* If booked less than 5 weeks in advance – full payment is required within 48 hours of booking confirmation.
* **Only once the required balance is paid, and Terms and Conditions signed, agreed, and returned to the Suffolk Federation Office, will the booking be secured.**