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| **BOOKING FORM****HOLIDAY LODGE AT SANDY BALLS** **Please ensure you put “Holiday <insert date preference>” in the Subject line of your email.****OFFICER NAME:** **WARRANT NUMBER:** **WORK EMAIL ADDRESS. @sussex.pnn.police.uk** (An email with the booking code and confirmation will ONLY be sent to your PNN email address)**DATE REQUIRED:** (List up to a maximum of three preferred choice of dates). **1.****2.****3.** |  |

**I CONFIRM THAT I AM A SUBSCRIBING MEMBER OF SUSSEX POLICE FEDERATION. (Please tick box)**

**I WISH TO HIRE A COT AT THE ADDITIONAL COST OF £15.00: (please tick box)**

**I WISH TO HIRE A HIGHCHAIR AT THE ADDITIONAL COST OF £12.00 (Please tick box)**

**I WISH TO TAKE PETS TO THE PROPERTY AT AN ADDITIONAL COST OF £35.00: (please tick box)**

**TERMS & CONDITIONS**

* All applications will be by email only.
* **Applications for the remainder of 2019 will be on a first come first served basis.**
* For 2020 bookings, where more than one application is made for an available slot a random selection method will be used to determine who is allocated the available slot.
* Only one application can be in process at any time.
* Only one confirmed booking can be made in any calendar year.
* The serving police officer making the application must be a member of the holiday party.
* The serving police officer is responsible for payment for any damage caused.
* Once the dates are confirmed payment must be made to Sandy Balls immediately using the link provided in your confirmation email.
* Arrival at the Sandy Balls site must be after 14:00 hours on the first day of the holiday.
* The Lodge and site must be vacated by 10:00 on the last day of the holiday.
* The key to the Lodge will only be released to the serving police officer making the booking on production of their warrant card.

**I CONFIRM THAT I HAVE READ THE TERMS AND CONDITIONS:**

**EMAIL A COPY OF THIS FORM TO** **admin@sussex.polfed.org**

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