

# BOOKING FORM

*Use this form to book a hire caravan at: Itchenor, Thirkleby Hall or Bablock Hythe.  
Please call 01243 514433 to check availability before booking.*

Please reserve a holiday caravan for the period:

<b>From Saturday</b>		<b>To Saturday</b>	
----------------------	--	--------------------	--

At the following Caravan Park:

<b>Caravan Park</b>	
---------------------	--

I agree to the price stated below (including VAT) for the chosen week/s and to the Conditions of Acceptance printed overleaf:

<b>Price</b>	
--------------	--

The caravan will be occupied by the following people:

	<b>Name</b>	<b>Address</b>
1		
2		
3		
4		
5		
6		

A deposit of £65.00 per week of booking to be paid to reserve the accommodation.

I have enclosed Cheque* / Cash* / paid by Bank Transfer* the amount	£
---------------------------------------------------------------------	---

\* Delete as appropriate. Cheques should be made payable to Green Wood Parks. Cash payments will only be accepted at the Park, Head Office or by registered post. See overleaf for Bank Transfer details.

<b>Signed</b>		<b>Date</b>	
<b>Home Tel</b>		<b>Mobile</b>	
<b>Email</b>			

---

## CONDITIONS OF ACCEPTANCE

---

1. All bookings commence at 3.00pm on the day of arrival and terminate at 10.00am the following Saturday. Please leave at 10.00am to allow us time to clean the caravan before the next arrival.
2. A booking can only be accepted if accompanied by a deposit, or full payment if the booking is made within 4 weeks of your stay.
3. The Final Account for the balance due will be sent four weeks before the booking period and must be paid immediately, or else your booking may be cancelled.
4. The hirers and their guests must abide by the Caravan Park Rules – available on request from Head Office or on display at Park Office. In the case of a serious breach of the Park Rules, your holiday may be terminated immediately without any refund.
5. The number of people permitted in any caravan must not exceed the number of berths.
6. You are liable for any breakages or damage that occurs during your stay. Please report all breakages to the Park Manager immediately.
7. Dogs are permitted in all the Bablock Hythe and Thirkleby Hall hire caravans, and one of the Itchenor hire caravans (maximum 2 dogs). Please inform us if you have a dog. You will need to complete a Dog Agreement form. A dog deposit of £50 in cash, is to be handed to the Park Manager on arrival at the Park. This cash payment will be returned on departure when the caravan has been inspected and has been left in good condition.

### PAYMENT

A deposit of £65 is payable to reserve a caravan. The balance is payable 4 weeks prior to arrival. In case of cancellation, the deposit is not refunded, and the balance is refunded only if the caravan is re-let for the cancelled period.

Cheques should be made payable to Green Wood Parks.

Bank Transfers should be paid to Sort Code 20 20 70 and Account No 63185265 using the payment reference "Hire *YourSurname*".

### KEYS

Keys are given out in office hours between 3.00pm and 4.30pm.

**Please notify us on the day if you are running late and are likely to arrive after 4.30pm.**

### GROUPS

Bookings for work parties and large single sex groups are not accepted.

*Please return your completed form to our Head Office address:*

ITCHENOR CARAVAN PARK, SHIPTON GREEN LANE, ITCHENOR, WEST SUSSEX, PO20 7BZ  
01243 514433 greenwood.parks@virgin.net www.greenwoodparks.net