

2026 HIRE BOOKING FORM

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

Please reserve a holiday caravan for the period:

From 3pm on		To 10am on	
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At the following Caravan Park:

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

Price	
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The caravan will be occupied by the following people:

	Name	Age	Address
1			
2			
3			
4			
5			
6			

I will return this form & pay in full within 7 days of reserving the caravan to confirm the booking.

I have enclosed Cheque* / Cash* / paid by Bank Transfer* the amount	£
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* Delete as appropriate. Cheques should be made payable to Green Wood Parks. Cash payments will only be accepted in person at the Park up to £1,000. See overleaf for Bank Transfer details.

Signed		Date	
Home Tel		Mobile	
Email			

CONDITIONS OF ACCEPTANCE

1. To make a booking you must complete and sign a Booking Form and pay in full. If full payment is not received within 7 days of the initial reservation, it will be cancelled.
2. All bookings commence at 3pm on the arrival day and terminate at 10 am on the departure day. To give us sufficient time to clean the caravan between bookings, please do not arrive early or leave late.
3. 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.
4. The names and ages of the people staying in the caravan must be supplied on the Booking Form. The number of people permitted cannot exceed the number of berths.
5. Bookings cannot be moved to different dates.
6. If you need to cancel, please notify us by letter/email. In the event of cancellation by the customer, for each week cancelled, a £100 cancellation admin fee will be kept by Green Wood Parks. If the booking is cancelled more than four weeks before the booking arrival date, the remaining balance will be refunded to the customer. If the booking is cancelled within four weeks of the arrival date, the remaining balance will only be refunded to the customer if we are able to rebook the hire caravan for the cancelled period.
7. Caravans must be left in good condition and the keys returned to the Park Manager. You are liable for any breakages or damage that occurs during your stay. Please report all breakages or damage to the Park Manager immediately.
8. Dogs are permitted in our specified dog friendly caravans (maximum 2 dogs). Please inform us if you have a dog. You will need to complete a Dog Agreement form. **A dog damage 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

Cheques should be made payable to **Green Wood Parks**.

Bank Transfers should be paid to Sort Code **202070**, Account No **63185265** and Account Name **“Green Wood Parks”** using the payment reference: **“Hire + YourSurname”**.

KEYS

Keys are given out during 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 within 7 days:

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