

CHESTNUT TREE HOUSE SHORT BREAK BOOKING REQUEST FORM



Please print all details clearly

Name of Child/Young Person:	
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Date Arriving		11.00am (Not weekends)		3.00pm		3.30pm		4.00pm	
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Date Departing		11.00am		1.30pm	
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Arrival and Departure Times will be confirmed in writing

Family Members Staying and special requirements:
(We will try to meet your requests but **cannot** guarantee specific room availability)

Name	Sharing with:	Tick if a Single Room is required	Cot or Special bed required

Reason for making the booking:	
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Will your Child/Young Person attend school during the visit?	Please give full details of pick up etc.
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Person Making Request:	
Contact Phone Number:	
Signed:	
Date:	

Please note that completion of this form does not guarantee a booking. We will confirm your booking in writing. **We reserve the right to cancel or amend bookings at short notice when priority will be given to families in crisis enabling us to fulfil our role as a Children's Hospice.** We aim to respond to all requests within 14 days. We will write to you to confirm your booking or contact you if your dates are not available, to suggest alternative options.

If you have any queries, please contact our Bookings Team on 01903 871800 (select option 4). Please leave a message on our voice mail, and we will call you back as soon as possible.

Please return your completed form to:
Bookings, Chestnut Tree House, Dover Lane,
Poling, Arundel, West Sussex BN18 9PX

Office Use	
Booking Sheet	
Computer	
Family Accom	
Letter	

We only accept bookings in writing.

