



**The Police Treatment Centres**  
**Application for Accommodation**  
**Spouse / Partner / Visitor**  
*(One form to be completed per person)*

<b>Date of arrival:</b>		<b>Date of departure:</b>	
<b>Name:</b>			
<b>Home address:</b>			
		<b>Post Code:</b>	
<b>Tel No:</b>			
<b>Email address:</b>			
<b>Date of Birth:</b>			
<b>Force:</b>			
<b>Collar No / Pension No</b>			
<b>Name of sharer:</b> (if double occupancy)			
<b>ROOM CHARGE (price quoted is per room as at June 2013)</b>			
<input type="checkbox"/> Single Room B&B (single occupancy £40)		<input type="checkbox"/> Lunch & Dinner (charged at £10 per person per meal)	
<input type="checkbox"/> Double Room B&B (double occupancy £50)			
<b>Dietary Requirements</b>			
<b>Allergy and additional information</b>			
<b>I confirm that I have read the PTC Terms and Conditions overleaf and agree to them.</b>			
Signature: _____			
Print name: _____			
Date: _____			
<b>PAYMENT (Admin only)</b>			
<b>Accommodation must be paid for <u>in advance</u> of the date of stay</b>			
<b>TOTAL COST:</b>		£ <input style="width: 150px; height: 20px;" type="text"/>	
<input type="checkbox"/> Paid by cash in full		<input type="checkbox"/> Paid by Debit/Credit card in full	

## The Police Treatment Centres

### Accommodation – Spouse / Partner /

#### Visitor Terms and Conditions:

The primary purpose of The Police Treatment Centres is the provision of facilities and treatment to injured and ill serving and retired police officers to support their return to better health and well-being.

The Charity frequently has vacant Centre bedroom accommodation at weekends, and occasionally mid-week, and will offer that vacant accommodation to serving and retired police officers at a reasonable charge. However, It should be noted that due to its primary purpose of providing treatment facilities the Charity cannot offer the range of facilities that may be available in a hotel or other visitor accommodation

The following Terms and Conditions will apply to all accommodation bookings:

1. Accommodation availability cannot be accurately predicted long term therefore bookings cannot be taken more than 3 months in advance
2. Accommodation can only be booked by serving or retired officers (proof will be required)
3. The Charity will not normally accept party bookings:
  - a. The maximum booking normally taken will be of four persons
  - b. Exceptions for training courses; well-being and respite events or similar; will be considered
4. No bookings will be accepted for children under the age of 16 years
5. No bookings will be accepted to include animals, except for assistance animals e.g. guide dogs
6. Payment must be made in advance to confirm the booking
7. A cancellation policy applies:
  - a. Two (2) months' notice – full refund
  - b. One (1) months' notice – 50% refund
  - c. Less than 1 months' notice – no refund
8. The premises are not licensed for the sale or consumption of alcohol and the Charity does not allow consumption of alcohol on the premises
9. Out of courtesy to officers in residence for treatment guests are requested to return to the Centres no later than midnight
10. Rooms must be vacated 1030 on the morning of departure
11. Guests can use the Centres swimming pool subject to availability and the signing of a disclaimer
12. No access to the rehab gym will be permitted

The Centres meal times are as follows:

<b>Day</b>	<b>Breakfast</b>	<b>Lunch</b>	<b>Dinner</b>
Friday	0845	1300	1730
Saturday	0845	1300	1700
Sunday	0845	1300	1700