**APPENDIX 2**

**Terms and Conditions and Payment**

1. Only Lincolnshire police federated members and retired members of GIS are eligible to apply to use the home and must be present for the duration of the stay.
2. Officers are only able to be lead name in a booking for one break per year unless dates are circulated as being unavailable and open to all members due to lack of demand.
3. It must not be sub-let to friends or family by the member once booked. The home is for the use of 6 persons maximum who must be named at the time of booking, and not to be used for parties or shift/team breaks, unless with the specific agreement from the Branch Chair or Secretary of the Federation. This decision will be made based on welfare reasons only.
4. Only 2 daily visitors are allowed to the home for the duration of the stay. They must vacate the site by 2300 hrs.
5. There is a fob attached to the keys to the home which gives guests access to the onsite fitness and health club.
6. The home must be left as found in a clean and tidy state with beds that have been used stripped and left in each room, used towels left in the bathrooms and rubbish and washing up cleared away by 10am on the day of departure. The key is to be returned to the key safe box.
7. Bedding, towels, and tea towels are provided for up to 6 people as standard. Towels are for use in the home only. Please provide your own towels for use in the health & Fitness club and outdoor pool.
8. There is a highchair and travel cot at the home, but you will need to provide your own bedding for the travel cot. Babies are included within the 6-person maximum stay limit.
9. Bedding provided must not be used away from the home. Bed throws are to remain within the home and are not to be used outside.
10. There are tables and chairs for the deck area that can be used during your stay but these need to be returned to the shed and the shed secured prior to your departure.
11. Any breakages need to be reported to the Federation office during the stay so we can organise replacements and ensure the standard of the home is maintained. You may be asked to pay for breakages where goods are valued at more than £50.
12. A full inventory is kept with the cleaner and at the Federation office which will be checked following each members stay.
13. Smoking is not permitted in the home or on the decking - there is a no smoking policy across the site.
14. **DOG RULES**
* We understand that pets are a valued part of the family and are very welcome here at the Holiday Home. We do have a few rules that we ask you to respect whilst you are staying here with your pet.
* **Maximum Occupancy:** A maximum of 2 well behaved dogs allowed per booking at an extra charge of £10 per dog. We want to ensure a comfortable stay for everyone.
* **Lead Law:** Dogs must be kept on a lead at all times when outside the holiday home. Safety first!
* **Waste Management:** Owners are responsible for promptly cleaning up after their dogs, both inside and outside the holiday home. No exceptions!
* **No Bark Zone:** Please ensure your dog is behaved and minimise noise disruptions.
* **Furniture Off-Limits:** Dogs are not allowed on the furniture or beds. Let's keep the human comforts fur-free!
* **Supervision Required:** Dogs must never be left unattended in the holiday home. We don't want any unexpected accidents!
* **Respect Common Areas:** Keep dogs out of areas designated as off-limits. This includes swimming pools, recreational facilities, and neighbouring properties. We ask dog owners to respect those touring and camping guests who do not have dogs and who are pitched on the Yellow Dragonfly and Blue Butterfly areas. When walking your dog(s) please keep to the main roads to the side of both these areas and do not enter into areas where these guests are pitched.
* **Respectful Interactions:** Owners are responsible for ensuring their dogs interact respectfully with other guests, staff, and wildlife.
* **Damage :** You will be liable to pay the full cost to repair any damage caused by your dog whilst staying at the home
* **Aggressive Behaviour:** Dogs displaying aggressive behaviour towards humans or other animals will not be permitted on the premises.
1. Children **must** be supervised at all times and not left alone in the home.
2. Members should only use the allocated parking spot and adhere to the rules of the site. Site security are present 24/7 and will report any issues promptly to Lincolnshire Police Federation. Any breach of the standards of professional behaviour will be reported back to the Force.
3. Any breach of these conditions will render you unable to use the home again.
4. The use of disposable BBQ’s are permitted however please be aware that during periods of warm, dry weather, there is a heightened fire risk on the park in and around the Heathland and Woodland.

Please remember:

* To dispose of cigarette butts safely - ensuring they have been fully extinguished
* Do not leave bottles or glasses in direct sunlight
* No open fires are permitted anywhere on Park
* Never use a disposable BBQ indoors or in a tent
* Never leave a lit BBQ unattended
* Keep a bucket of water next to your BBQ
* Remember to safely dispose of your BBQ and do not empty hot ash into refuse bins
* Store gas cylinders outside, away from direct sunlight
* Campfires, Fireworks, Fire Pits and Chinese Lanterns are STRICTLY NOT ALLOWED.

**If you see or suspect a fire, immediately remove yourself from the area to a safe distance before raising the alarm by pressing one of the fire alarm sounders located on each of the touring facility blocks.  These are grey boxes with a red button; the assembly point is located next to the main car park.**

**Payment**

Balance in full needs to be paid by BACS within 48 hours on confirmation of the booking date

Once payment has been received and this agreement returned by email to the Federation Office your booking will be secured. In the case of cancellation with less than 14 days’ notice, a fee of 50% of the initial deposit will be charged.