

Sulhamstead Training Centre Accommodation Booking Form



Please complete all of the boxes below and read the T&Cs endorsing them with your details and the date of completion.

Full Name:	<input type="text"/>	Shoulder No. (if appropriate)	<input type="text"/>
Mobile Contact No.:	<input type="text"/>	Home Postcode:	<input type="text"/>
Personal Email:	<input type="text"/>	Vehicle Registration:	<input type="text"/>
ICE Contact No.: (In Case of Emergency)	<input type="text"/>	Course Code/Intake No.:	<input type="text"/>
Purpose of Visit: (Training/Event/Op)	<input type="text"/>	*Arrival Date: (Day/Month/Year)	<input type="text"/>
Additional Information: e.g.: Require a ground floor room. Bed only Accommodation.	<input type="text"/>	*Departure Date: (Day/Month/Year)	<input type="text"/>
		Number of Nights: (N/A for Foundation Courses)	<input type="text"/>

** Arrival and Departure dates must be for the full duration of the course excl. weekends. (Weekend accommodation is only permitted under special circumstances).*

Please Note: Towel, Toiletries, Hairdryers are NOT provided - so please ensure you bring your own. Duvet and Pillows with fresh linen is provided, however you are welcome to bring your own, if preferred.

Catering:

If you have any food allergies or special dietary requirements, please contact Sully's Restaurant Manager directly via Tel: 01865541076 with the details, including the dates of your stay.

Wi-Fi:

If you require Wi-Fi Voucher during your stay, please send your request to sulhamsteadwifi@thamesvalley.pnn.police.uk Foundation Training Students will receive their voucher from the Foundation Admin Team.

Please read and endorse the Terms and Conditions on page:2 and email this completed form to sulhamsteadreception@thamesvalley.pnn.police.uk . Should you wish to cancel or amend your booking please telephone: 01865 541033 (Internal 357 5749) immediately.

For office use only:

Room No:

Reply date:

Additional Notes:

Accommodation Terms and Conditions



Please read the below T&Cs and endorse with your details and date of completion.

Eligibility

Accommodation is offered to students/visitors who live further than 20 crow-miles from the Training Centre. Any students/visitors who live within 20 crow-mile radius are expected to commute each day, whether by car or public transport. Expenses for this travel can only be by approval of the individual's line-management. Exceptions to the 20 crow-mile rule can be made in extenuating circumstances, however these are reviewed on a case by case basis and will need to be emailed to sulhamsteadreception@thamesvally.pnn.police.uk.

If agreed, accommodation will be offered with the following conditions:

- a) Students/Visitors must actively attempt to identify a car-share opportunity with another student.*
- b) Students/Visitors must notify the Force Training Centre should the location of their home address change during their training.
- c) The Force Training Centre Reserves the right to review conditional offers of accommodation at any point during their stay to consider business needs.

Please note that it is a requirement that all visitors must have a private address at all times during their stay at the Force Training Centre's Accommodation.

Fully Booked

In the event that the on-site accommodation becomes fully booked, you will be allocated a room in a local hotel.** Please indicate in "Additional Information" if you are relying on public transport or car-sharing.

Coronavirus

* Car-sharing with someone who is not within your household is not recommended unless additional PPE is worn during entire journey.

** The availability of external hotel accommodation is currently restricted - therefore it may be necessary to refuse requests if the on-site accommodation is full to capacity.

Weekends

Accommodation is not provided on-site during weekends unless training is actually taking place over the weekend, or when exceptional circumstances have been agreed.

Key Collection and Return

Keys can only be collected from Reception after 1200hrs on the day of arrival, however bedrooms must not be entered until after 1500hrs to allow for the completion of housekeeping. Bedroom keys MUST NOT be taken off site. If you wish to temporarily leave the site, please deposit your keys in the Key Depository found on the Reception Desk and collect again upon your return. Loss of keys will incur a charge of up to £120 to the individual responsible. Found keys must be returned immediately to: Reception at Thames Valley Police Training Centre, Sulhamstead, Berkshire. RG7 4DX.

Catering Requirements

We will automatically book your meals for the duration of your stay. (To minimise unnecessary waste we request that guests indicate in the "Additional Information" section if you do not require either Breakfast or Evening Meal). Lunch is self-funded unless alternative arrangements have been specifically made. Breakfast obtained on a Monday morning, is chargeable. There is no evening meal provision on Fridays.

Acknowledgement

OFFICIAL

I have read and understood the above terms and conditions:

Name:

Shoulder No. (When applicable)

Date: