



Patron: HRH The Prince Philip, Duke of Edinburgh KG KT  
President: Viscount Coke  
Chairman: G J Chamberlain  
Director General: T A Watson

### Suffolk Centre

Chairman:	D W PANNELL, Woodfield, Stambourne Road, Ridgewell, Essex CO9 4SR	01440 785881
Vice-Chairman:	B SOUTHGATE, 7 Hardwick Close, Rushmere St Andrew, Ipswich, Suffolk IP4 5XB	01473 725516
Vice-Chairman:	T SMITH, 6 Cherry Lane Gardens, Ipswich, Suffolk IP4 4QQ	01473 424767
Hon Treasurer:	MRS J DOBSON, 8 Craven Drive, Colchester, Essex CO4 9BE	01206 851996
Hon Secretary:	MRS T TOTMAN, Datramicvic, Ipswich Road, Gosbeck, Ipswich, Suffolk IP6 9SQ	01473 890885
Hon Rally Secretary:	N BERRY, 7 Orchard Close, Elmstead Market, Colchester, Essex C07 7AS	01206 824663

**To:**

**From:**  
Name  
  
Address  
  
Telephone

Dear

**Date:**

### Suffolk Centre of The Caravan Club - Caravan Rally Confirmation

Further to our recent communication, I would like to confirm our booking at:

For these "inclusive" dates and times:

To accommodate  caravans / motorhomes (Note: this is an anticipated estimate that will not be exceeded)  
We have agreed the following pricing: **(\*delete as necessary)**

Per caravan / motorhome per **night / weekend\***

For the use of your hall during the following times:

Prices **include / exclude\*** VAT at 17.5%

The following "special instructions / conditions" have also been arranged:

<b>Guidance:</b> General access Use of field Electric hook-up Locking of gates Toilets & showers Hall / kitchen Licensed bars Equipment Payment terms	
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I will contact you again before the rally to confirm details before our arrival. If you have any special instructions or conditions that have not been noted, please do not hesitate to contact me.

Thank you for your support and we look forward to rallying with you. Please sign and return one copy.

**Signature on behalf of Suffolk Centre**

**Print Name**

**Signature on behalf of Landowner**

**Print Name**