



Suffolk Centre

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

**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 20%

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

<p><b>Guidance:</b> General access Use of field Electric hook-up Locking of gates Toilets &amp; showers Hall / kitchen Licensed bars Equipment Payment terms</p>	
--	--

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**