Retirement Living guest suite booking form

The guest suite costs £78.90 per night

|  |  |
| --- | --- |
| **Guest details** | |
| Full name: | |
| Address: | |
| Telephone: | |
| **Details of your stay** | |
| Date of arrival: | |
| Please provide a minimum of three days’ notice of your arrival date.  Check-in is available from 2.00pm on the date of arrival. | |
| Date of departure:  The guest suite should be vacated by 11.00am on the date of departure. | |
| Number of nights you are staying: | Total price: £  From 1/4/24 it is £78.90 per night |
| Name of the person you are visiting: | |
| Flat number of the person you are visiting: | |

**Terms and conditions**

From 1 April 2024 the guest suite costs £78.90 per night. This price is reviewed annually and may increase on 1 April each year.

Payment options: cheque, credit/debit card on arrival or BACS transfer in advance.

Guest bookings should be confirmed three days prior to arrival.

Keys should be collected and signed out by staff on duty on arrival. Arrangement for collection of keys out of office hours must be agreed with staff prior to arrival.

Short notice cancellation will incur a charge of one night’s stay (see guest suite policy).

Guests who have mobility needs and would need assistance to evacuate the building in an emergency should request a copy of our Personal Emergency Evacuation Plan (PEEP) form to complete and return with this booking form.

We reserve the right to cancel bookings at short notice when the guest room is needed to accommodate a tenant who cannot reside in their own apartment due to an emergency repairs and maintenance issue. In such circumstance, staff will offer support finding an alternative place to stay through use of our office computers and telephones. Your remaining unused days will be refunded; however, we are unable to provide financial assistance for further accommodation.

**Data protection**

Care will use the personal data supplied by you on this form for the purpose of making a guest suite booking. We collect:

* contact information, such as your name, mailing address, e-mail address, and telephone number,
* records and copies of your correspondence if you contact us,
* guest stay information date of arrival and departure, and
* payment information.

We have identified that the lawful basis for this processing is to fulfil a contract to which you are a party, namely to enable us to book the guest suite that you have requested.

Jewish Care will keep your personal data safe and secure and we will not share your personal data unless there is a legal obligation to do so.

For further information regarding any of the above and how we will use your personal data and keep it safe and secure, please refer to our privacy notice that can be found on our website at; www.jewishcare.org/privacy-statement. If you wish to receive a hard copy of our privacy notice, or have concerns about the way your personal data is being processed or would like to have access to the information we hold on you, please contact the Data Protection Officer at: Jewish Care, Amelie House, Maurice & Vivienne Wohl Campus, 221 Golders Green Road, London, NW11 9DQ, E-mail: Dataprotection@jcare.org or telephone 020 8922 2304.

Registered address: Amélie House, Maurice and Vivienne Wohl Campus, 221 Golders Green Road, London NW11 9DQ

Charity Registration Number 802559. Jewish Care – a company limited by guarantee Registered in England Number 2447900