



Guidance for completing this form

This form is to be completed by the person nominating the beneficiary for a respite break to stay at Matt's Respite Retreats caravan in Haven Park, Weymouth Bay. The person nominating must be either a Medical Professional for example a Doctor or Occupational Therapist with appropriate seniority in the organisation or with appropriate seniority within a relevant Charity who deals with Beneficiaries affected by cancer.

Criteria: The nominated beneficiary must:

1. **have been diagnosed with cancer and undergoing treatment or has received treatment within the last six months or the beneficiary is terminally ill with cancer**
2. **and is living in Dorset, Somerset and Bath and North East Somerset**

Location:

Weymouth Bay, Caravan Park, Haven, DT3 6BQ. 2.5 miles from central Weymouth. Own transport is preferable but there is a bus stop outside the park gates.

Accommodation:

There are two bedrooms and two bathrooms and a communal living area with kitchen and lounge, all centrally heated. Sleeping is for four with an additional pull out in the lounge for two persons. There is a no smoking and no pets allowed policy.

Access:

The caravan is situated on a flat area within the Haven Park. There is a parking space next to the caravan. The access to the caravan is via two sets of steps with a supporting hand-rail. The beneficiary must be able to go up and down these steps. The caravan is not adapted for wheelchair users.

There are no age restrictions for the beneficiary, however if they are under 18 years of age an appropriate adult (parent, guardian or carer) must be present for the duration of the stay.

The offer is for one stay of usually up to 4 nights.

To book

Please complete and post the form below to Matt's Respite Retreats with requested dates.

To confirm the reservation, there is a small booking fee of £50 (£60 for 6 people) payable to Matt's Respite Retreats towards the cleaning, linen and electricity costs. This must be paid in advance to Matt's Respite Retreats. A refundable deposit of £50 against damage is usually taken but can be waived by the recommendation of the nominee. On booking, all fees must be paid to Matt's Respite Retreats.

Cancellations:

The self-catering respite must be taken on the agreed date. There are multiple bookings for the caravan so once booked and paid for Matt's Respite Retreats usually cannot change the date. The booking fee is non-refundable.

Matt's Respite Retreats is providing a respite break for people living with cancer. Matt's Respite Retreats does not provide any medical care whilst the beneficiary is staying in the caravan. The beneficiary and their carers must ensure they have appropriate measures in place e.g. bringing their own medicine required for the duration of the stay. The nearest GP surgery and hospital is located in Weymouth.

Nomination form for a break at Matt's Respite Retreats – Weymouth Bay Haven

Your Information

Matt's Respite Retreats (the organisation) collects personal information when a respite stay at the caravan is requested. Matt's Respite Retreats will use the information in order to provide the service that is required. Matt's Respite Retreats will share the beneficiaries' information with Haven in order for them to issue passes for the stay. Matt's Respite Retreats will not share personal information with any other third parties for marketing purposes. Matt's Respite Retreats will store the information securely and will securely dispose of the paper form, one month after the beneficiary has had the respite break, unless there is a dispute or issue which requires the information to be held until resolved. Matt's Respite Retreats will hold the beneficiary name, address and date of stay in an electronic database for a period of 6 years following the date of the stay for monitoring purposes. This is so Matt's Respite Retreats can limit beneficiaries experiencing multiple stays at the respite. After 6 years from the date of the stay the personal details will be removed from the database.

Beneficiary Full Name

Full name or parent(s), carer(s), guardian(s) (if beneficiary is under 16 years of age)

Address of Beneficiary

Postcode

Contact Number

Email

Please list all people who will stay, up to a maximum of 6

Suggested Date/s for stay & Unavailable Date/s known:

Details of person and organisation nominating

Full name:

Organisation Name:

Organisation Address:

Organisation Contact number:

Email:

Declaration by Nominee

I confirm that the above beneficiary I am nominating fits both criteria in the guidance and the personal details can be passed to Matt's Respite Retreats in order that they can arrange a respite stay for the beneficiary as mentioned above.

Does the beneficiary have the code DS1500? Yes No

Signature of Nominee

Date

Declaration by Beneficiary

I confirm that in order to have this respite I am happy for Matt's Respite Retreats to contact me via the methods mentioned above. I understand that my name and those of the party attending with me will be passed to Haven in order to obtain entertainment passes for the use of the facilities at Weymouth Bay. I am able/ the beneficiary is able to walk up two sets of steps and undertake a respite break.

Signature of Beneficiary

Date

(or parent/carer or guardian if beneficiary is under 16 years of age)

Please return nomination form by post to Matt's Respite Retreats, P O Box 5331, Wincanton, BA9 0BE



Privacy Notice Opt In

Matt's Respite Retreats would like to contact you from time to time by email, post or telephone with your consent.

If you agree to this you have the option to unsubscribe/ask us to stop contacting you at any time.

If you would like to 'Opt in' to this please state your preferred options below by ticking the appropriate boxes.

I am happy for Matt's Respite Retreats to contact me for the purposes of feedback regarding my respite break by the following means:

Post Email Telephone

I am happy for Matt's Respite Retreats to contact me for the purposes of publicity following my respite break by the following means:

Post Email Telephone

I am happy for Matt's Respite Retreats to send me e-newsletters to keep me up to date with all Matt's Respite Retreats latest news, events, campaigns and opportunities to support them by the following means:

Post Email Telephone

Thank you for taking the time to complete this form.

Matt's Respite Retreats