

## Respite Break Grant Application Form

### Coppice Leisure, Meadow View

|   |                        |             |
|---|------------------------|-------------|
| 1 <sup>st</sup> Childs name:  | D.O.B:                 | Disability: |
| 2 <sup>nd</sup> Childs name:  | D.O.B:                 | Disability: |
| Lead Parent Name:   |                        |             |
| Lead Parent Full Address:   |                        |             |
| Total number of people staying at the Respite home: ..... Ages: 1.....2.....3.....4.....<br><b>Maximum 2 Adults (age 25 and over) and 2 children (under 16 at time of respite break)</b>  |                        |             |
| Landline Tel Number:  | Mobile Contact Number: |             |
| Email Address:  |                        |             |
| Please explain why you are applying for a respite break:  |                        |             |
| How will your child/children benefit from a respite break?  |                        |             |
| Please explain if your child/children need or have any special requirements:  |                        |             |
| Have you applied for a grant from Crackerjacks before:  | When?                  |             |
| Please give details   |                        |             |
| <b>You will be required to supply documented proof to support your Grant Application for all disabled children (if applicable) This letter must detail how you child will benefit from a respite break and must come from: Doctor, Clinic Professional or NHT professional (Doctor/Consultant.) Not Health Visitor, Social Worker, Carer or Teacher.</b><br>Please see declaration section (Page 3) |                        |             |

## BOOKING FORM: Information required for Crackerjacks & Coppice Leisure

### Respite Breaks are available between:

Mon check in 15.00hrs until Fri 10.00hrs (4 Nights)

Please give two preferred dates below, please do not select the summer school holiday period

**Start date 1:** ..... **Start date 2:** .....

If your application is successful, we will try where possible to allocate your requested date, if we are unable to offer your requested date(s) then an alternative may be offered.

### Please indicate what forms of transport you will be used to arrive at the holiday park:

Train: ..... Coach: ..... Car: ..... Friend: ..... Other: .....

If arriving in a vehicle which will be parked on site during your stay, please give details:

Registration: ..... Model: ..... Make: ..... Colour: .....

Estimated Time of Arrival: .....

### Members who will be staying at Meadow View Respite Home **Maximum 2 adults (25 or over) and 2 children**

| No | Title | First Name | Surname | Age Years | Months |
|----|-------|------------|---------|-----------|--------|
| 1  |       |            |         |           |        |
| 2  |       |            |         |           |        |
| 3  |       |            |         |           |        |
| 4  |       |            |         |           |        |
|    |       |            |         |           |        |
|    |       |            |         |           |        |

### Facilities available at Respite home:

| Facility         | Yes | No | Comment              | Facility          | Yes | No | Comment             |
|------------------|-----|----|----------------------|-------------------|-----|----|---------------------|
| Off Road Parking |     | X  | Park Car Outside Van | Bed Linen         |     | X  |                     |
| Pets             |     | X  | Strictly No Pets     | High Chair        |     | X  |                     |
| Towels           |     | X  |                      | Travel Cot        |     | X  |                     |
| Bed Guard        | X   |    | 1 available          | Wheelchair access |     | X  | Has a very low step |
| Quilts           | X   |    | For all beds         | Decking Veranda   | X   |    |                     |
| Quilt Covers     |     | X  |                      | Wi-Fi             |     | X  | In some areas       |

Please note: Items that are marked not available you may wish to bring your own.

### Holding Deposit & Terms and Conditions

**You must attach a £180.00 Cheque or BACs see below for bank details.** Cheque or BACs payment made payable to Crackerjacks Children's Trust. This is made up of a £80.00 contribution towards running and cleaning costs (non-refundable) and £100.00 which will be fully refundable upon your departure from the respite home providing there are no damage, breakages or any extra cleaning required. The deposit will be refunded to your bank account within 21 working days after your departure. Any alterations or adjustments made to this application once accepted, will be subject to an administration charge of £25 per adjustment. Whilst staying at the Respite Home you will be required to abide by the Terms and Conditions and rules of the holiday park along with the Terms and Conditions/rules of Meadow View Respite Home which can be found at the Respite Home and on our website [www.crackerjacks.org.uk](http://www.crackerjacks.org.uk) or attached to this document.

## DECLARATION:

**DEFINITION:** Any reference to Meadow View Respite Home throughout this Grant Application is classed as the property and ownership of Crackerjacks Children's Trust. 24A Worcester Street, Kidderminster, Worcestershire, DY10 1ED. Charity Registration No: 1146586.

**SUPPORTING DOCUMENTATION:** Please supply supporting letters to your grant application form from a professional, such as: (Doctor, Clinic Professional or NHS Professional. This does not include, Nurse, social worker, Health Visitor, Teacher or carer) on your behalf explaining your child's condition and how they would benefit by receiving a respite Break. **ALL ORIGINAL APPLICATION DOCUMENTS MUST BE POSTED TO** 24A Worcester Street, Kidderminster, Worcestershire, DY10 1ED **Please tick the two boxes to confirm:**

1/ I have enclosed a supporting letter from a professional ☐ **MUST BE ORIGINALS POSTED**

2/ I have signed and returned the Terms and Condition document. ☐ **MUST BE ORIGINALS POSTED**

I am the Lead Person for ..... (Name of child/children)

To the best of my knowledge, all information I have provided on this application form is correct. Supplying false information may result in your application being rejected.

I have enclosed my cheque for £180.00 of Which £80 is a running cost contribution and £80.00 holding deposit, refundable after the respite break providing there are no breakages, damage or extra cleaning required. Your payment will be refunded if the respite is not approved: Please tick box ☐

Bank Details: Lloyds Bank - A/C No 28372368 sort code 30-94-70: **When paying directly into our bank account or via internet banking please quote Meadow View/your child's surname as the reference.**

Not supplying all of the required information will result in your application being rejected or delaying your respite break. **PLEASE REMEMBER, ALL DOCUMENTS MUST BE ORIGINALS AND SENT VIA POST**, not photo copies, emailed or texted.

By signing this declaration, you are agreeing to abide by all our Terms & Conditions, Rules & Regulations of Coppice Leisure, Meadow View Respite Home (Crackerjacks Children's Trust)

NAMED (Lead Person) .....

SIGNATURE ..... DATE.....

## **Send completed application along with signed Terms & Condition and Supporting Documents to:**

GRANTS OFFICER,  
CRACKERJACKS CHILDREN'S TRUST  
24A WORCESTER STREET  
KIDDERMINSTER  
WORCESTERSHIRE  
DY10 1ED

**If you have an enquiry, all communication will only be accepted in writing to the above address or by email to [grants@crackerjacks.org.uk](mailto:grants@crackerjacks.org.uk)**

Upon receipt of all documentation, your Grant application should be answered within 10 working days. If you have had no reply within this time please email us: [grants@crackerjacks.org.uk](mailto:grants@crackerjacks.org.uk)

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## OFFICIAL USE ONLY:

DATE OFFERED: \_\_\_\_\_ CONFIRMED WITH LEAD PARENT: \_\_\_\_\_

CONFIRMED WITH HRU: \_\_\_\_\_ NAME: \_\_\_\_\_

DATE OF CONFIRMATION: \_\_\_\_\_ HRU REFERENCE No: \_\_\_\_\_

# Terms & Conditions/Contract.

## Coppice Leisure, Worcestershire.

Reservations of accommodation/occupancy are accepted for Crackerjacks Children's Trust Respite Home, Coppice Leisure" and are subject to the following Terms and Conditions. *Please check our website for any updates.* Please read carefully as the lead person will be required to sign this document in agreement to the Terms and Conditions/contract, Rules and Regulation of Coppice Leisure Respite Home: **PLEASE SIGN AND RETURN WITH YOUR APPLICATION FORM along with your £180 deposit:**

1. **Contract:** all bookings will form a contract between the occupant (Lead Person) and Crackerjacks Children's Trust. The accommodation is let for respite purposes only within the meaning paragraph 9 of the First Schedule to the Housing Act 1988, and there is no right of occupancy beyond the stated and agreed period. All bookings are subject to final confirmation by Crackerjacks Children's Trust.
2. **Rental:** Bookings for persons or groups under 25 years of age cannot be accepted. STRICTLY NO hen or stag parties permitted (This is a condition of booking our Respite Home within the Coppice Leisure site/complex).
3. **Bookings:** Upon receipt of your fully completed Respite Break Grant Application form along with your supporting letter from a specialist (**Doctor, Clinic or NHS Trust professional, consultant, NOT Social/Care worker or health visitor**) the Respite Home can be provisionally booked. Your booking will be reserved for a period of 21 working days to allow confirmation of your booking direct with Crackerjacks Children's Trust. Should you not receive confirmation within this period please contact us on 0300 124 0122.
4. **Security Deposits** – Crackerjacks Children's Trust require a payment of £180.00 of which £80.00 is a contribution towards the running, cleaning and maintenance costs. £100.00 will be refunded to you providing there is no damage, breakage, missing items or any extra cleaning costs. The £180 will be required when booking the Respite Home, this payment must be paid directly to Crackerjacks Children's Trust. Your deposit of £100.00 will be refunded 21 days after departure.
5. **Damage/Extra cleaning:** All bookings are accepted on the condition that the Respite Home is left in the same condition as you found it. This includes the cleanliness both inside and outside, all items are accounted for and there is no damage, should you not leave the caravan as you found it, Crackerjacks reserve the right to withhold the £100.00 Deposit. The lead person will be required to agree and sign to pay for any breakages/damage, missing items or any extra cleaning over and above the standard cleaning. All breakages must be reported via email to [info@crackerjacks.org.uk](mailto:info@crackerjacks.org.uk) immediately. A full inspection of the caravan will be carried out before and directly after your visit using video and camera footage, an inventory of all belongings will also be checked.
6. **Sleeping Capacity:** The maximum number allowed in the Respite Home is six persons and is clearly stated on the application form. This should consist of no more than **two adults and four children. (Adults must be over 25, Children must be under 16 at time of respite break)** Extra persons cannot be accommodated under any circumstances as this will void the respite homes insurance policy. The full capacity of the property is six people who are named on the application form, any other people found staying/sleeping will render these terms and conditions void and the respite break will be terminated immediately, you will be asked to leave without a refund of your deposit. Checks are carried out at random and site CCTV is in operation 24 hours.
7. **Availability:** The Contract is made on the understanding that the Respite Home and its facilities as published on our website [www.crackerjacks.org.uk](http://www.crackerjacks.org.uk) will be available for the dates stated. In the

unlikely event that the Respite Home is not available due to events arising that are out of the control of Crackerjacks, then the booking may be cancelled. All efforts will be made reschedule your respite break at a later date. Crackerjacks Children's Trust cannot be held liable for this action and no compensation can be claimed against the trust or its associates.

8. **Occupation times:** Tenancies commence after 3pm (unless otherwise agreed in writing), departure strictly at 11:0am, on the leaving date. This is to ensure that the Caravan can be inspected, cleaned and prepared for subsequent guests. Any late departures will result a non-refund of your deposit.
9. **Access to Caravan:** Crackerjack Children's Trust or its agents shall be allowed access to the holiday accommodation at any reasonable time during any holiday occupancy, or immediately if there is a serious suspicion whereby, you have failed to abide to the Terms and Conditions/Rules and Regulations.
10. **Pets: Under no circumstances** are pets allowed to stay at the Respite Home. Unless the dog is registered as a working dog, (Guide Dog) and you hold the documentation certificate as proof. Crackerjacks will require a copy of this document. This is because some children with disabilities may have allergies that could affect their condition.
11. **Linen:** **No bed linen is supplied**; this will be clearly stated in the application form for the Respite home when booking, however, Duvets and pillows are provided and **must be fitted with your own** pillowcases and duvets covers. All beds are fitted with mattress protectors and must not be removed under any circumstances. any damage such as soiled mattresses, quilts or pillows must be paid for and will be taken from your deposit.
12. **Statutory regulations:** Crackerjacks Children's Trust will be responsible for complying with all applicable Statutory Regulations and Discrimination Acts affecting customers, the Respite Home, and its equipment, such as gas, water, electric and electrical appliances.
13. **Smoking/Vaping:** **Smoking or Vaping is not allowed** inside the Respite Home. If guests wish to smoke/vape in the garden area, please ensure you extinguish your cigarettes correctly and not leave cigarette litter on the premises. Smoking/vaping inside the caravan constitutes a breach of contract/Terms and Conditions (see: paragraph 19).
14. **Special Needs:** If your family or children have any special requests or needs, you will be responsible for advising Crackerjacks Children's Trust at the time of booking, although Crackerjacks cannot guarantee that any requests will be met. Failure to meet special requests will not be a breach of contract on behalf of Crackerjacks Children's Trust. It is your responsibility to satisfy yourself that the Respite Home is completely suitable for your needs. Please note that if a particular requirement is not specified on the Website then it is not provided.
15. **Barbecue:** The use of a barbecue on the wooden decking is **not permitted** at any time, any damage caused to the decking will be charged in full to the lead person. There is a patio area that is suitable for BBQs. Please take care with where you set up your BBQ (i.e. Not close to the caravan or fence) please show the utmost respect for your neighbours.
16. **Cancellation by guests less than 6 weeks before the Respite:** Your payment of £180 will be non-refundable, but can subsequently be used as a deposit for a future Respite at the Home with Crackerjacks Children's Trust and booked within 6 months from the date of cancellation.
17. **Cancellation by guests within 6 weeks of a Respite:** If cancellation occurs for any reason within 6 weeks of the start of the Respite, you will be required to advise Crackerjacks immediately by e-mail or a confirmatory letter.

18. **External factors:** Crackerjacks Children's Trust have no control over, and cannot be held liable for external factors that could possibly affect a Respite break such as severe or unexpected weather, local traffic, local events, neighbours, children playing, electricity, gas and water supply and the vagaries of television, broadband and mobile phone reception, or any financial losses incurred as a result of external factors.
19. **Breach of contract:** If there is a material breach of any of these conditions by the occupant (Lead person) or any of their party, Crackerjacks Children's Trust or its agents reserve the right to re-enter the Respite Home, and/or end the letting and require the occupant (lead person) and their party to leave immediately without refund.
20. **Complaints:** Every effort has been made to ensure that occupants have an enjoyable Respite break. If, however, the occupant has any cause for complaint, then they must contact Crackerjacks Children's Trust within 10 days of departure in writing so any problems arisen can be speedily resolved. Crackerjacks cannot subsequently consider any complaints or enter into any correspondence about a complaint unless these procedures has been followed.
21. **Data protection and Privacy:** Information provided on Booking Forms will remain confidential and will not be disclosed to a third party or used for any other purpose.
22. **Cleaning and maintenance of the Respite Home:** – Crackerjacks Children's Trust will ensure that the Respite Home is clean, tidy and well maintained at the start of every occupancy. Should you find any faults, please inform Crackerjacks Children's Trust immediately via [info@crackerjacks.org.uk](mailto:info@crackerjacks.org.uk) should you have an emergency such as gas, water or electrical problems please contact the site office or if needed the emergency services on 999
23. **Respite Home Rules and Regulation:** It is the occupants (Lead person) responsibility to ensure that the rules and regulations of the Respite Home are adhered to at all times there should be no deviations or exceptions to these regulations. Any deviation or exceptions will be seen as breach of contract (Please see breach of contract, Paragraph 19). Rules and Regulations are available on our website and at the Respite Home.
24. **Parking:** There is a parking space directly outside the caravan for one vehicle at the Respite Home, however this is not a designated reserved space for pitch 111 and can be used on a first come first served basis. Vehicles are left or parked are at the owner's risk. Crackerjacks Children's Trust cannot be held responsible for any damage, break-ins or any other vehicle related problems.
25. **Holiday Insurance:** **We strongly recommend** that you take out/apply for Holiday or Travel Insurance to cover and protect you and your party from all unforeseen accidents or fatalities. Crackerjacks Children's Trust cannot be held responsible for any unforeseen problems relating to your traveling arrangements, respite break, personal circumstances, the weather or any other circumstances that may occur during your respite stay. For further information, you may wish to contact. [www.direct-travel.co.uk](http://www.direct-travel.co.uk)
26. **Responsibility for your children and guests:** whilst we want you to have an enjoyable respite break with your family, we also require you to respect other holidaymakers using the site. The holiday site security has the power to remove and terminate the respite break with immediate effect in the event of any disturbance of the peace, not abiding to the rules and regulations at Coppice Leisure, drug-related offences, rowdiness, or any other offence that causes disruption to Coppice Leisure or its holidaymakers.
27. **Noise Control:** Please be aware and respect your neighbours at all times, remember they are on holiday too. Music should be kept to a minimum volume at all times.

- 28. Customer Survey:** Crackerjacks request that every family that stays at Meadow View Respite Home completes a customer satisfaction survey so we are able to get feedback on your stay and to make necessary adjustments to improve our facility. Once this is complete your refund will be forwarded.
- 29. Raising Awareness:** We ask that every family that is granted permission for a respite break at the holiday home to supply Crackerjacks with a family picture of your stay in the home, along with a short story of your experience. This might be published on our website to raise awareness of the holiday home and the good work that Crackerjacks carries out. PLEASE TICK THE BOX in agreeing or disagreeing to this request. I AGREE ☐ I DISAGREE ☐
- 30. Charitable Donation:** The cost to grant a respite break to a family of four will cost around £650 for a five-day break. This funding is provided by the kind generosity of the public, businesses and organisations as Crackerjack do not receive any government funding. The charity will make a charge of £80 towards our running costs and upkeep so that we can continue giving families such as yourself a well-deserved respite break. ☐
- 31. Caravan Condition:** Our Cleaning team take great pride in preparing the caravan to receive its guests, we take photographic evidence after every clean and the end of every visit. The caravan was registered in 2021 and cost the charity £65,000 to purchase and stock. We have taken care to ensure that your visit to the respite is like home from home, with all the appliances and accessories you should require. Over 200 DVDs are available to keep your children happy, Books and some toys are supplied for the children's use whilst on a respite break. Please take extra care of the respite home and ensure that all children are supervised at all times.
- 32. Whilst on your respite break please be aware that the reception on site is only available to the home owner and not its guests. You should only contact them in the event of a real emergency, such as, gas leaks, power cuts and water leaks. Should you need to contact Crackerjacks office for any other emergency, please call 0300 124 0122 Monday to Thursday 09:00 to 16:00**
- 33.** Entry to Meadow View is via the Key safe box on the post by the main gate. You will be issued with a code for the Box before arrival; this is a four-figure number that needs to be entered on the dial. On departure please ensure you replace the key back in the box and leave it securely locked. Any keys not returned will result in all caravan locks and keys being changed and a charge for the replacement made to the named lead person.
- 34.** Meadow View does not have internet at present that is available to its guests. It is suggested that you top up your data before your visit. Please do not play or interfere with the router in the home as this controls the heating and security system. If the router requires a reset a charge of £100 will be made to cover engineer call out charges, this will be taken directly from your deposit.



**Note:** These Terms and Conditions are correct as at 9<sup>th</sup> July 2025 any amendments would automatically be published to our website, please check [www.crackerjacks.org.uk/downloads](http://www.crackerjacks.org.uk/downloads).

**Acknowledgment of these Terms and Conditions, Rules and Regulations to**  
**Coppice Leisure Worcestershire, Respite Home:**

I confirm that I have read and understand these Terms and Condition of this contract, and agree to abide by them at all times whilst occupying Coppice Leisure Respite Home. The property remains the ownership of, Crackerjacks Children's Trust.

I also agree to abide by the Rules and Regulations of the Respite Home which have been supplied to me (a copy can also be found at the Respite Home).

I acknowledge as lead person that all children and adults remain my responsibility whilst staying/occupying Coppice Leisure Respite (Meadow View) Home during the respite break period.

I Acknowledge and agree that any damage, extra cleaning or items missing will be taken from my deposit, and that any costs above the £100 holding deposit shall be my responsibility to pay upon receiving detailed extra charges and an invoice from Crackerjacks Children's Trust.

I, Name: .....(LEAD PERSON)

of, Address: .....

Address: .....

Address: .....

Post Code: .....

Telephone No:.....

**Signature: ..... Date: .....**

**PLEASE SIGN AND RETURN WITH YOUR APPLICATION FORM ALONG WITH YOUR £180  
CHEQUE AND SPECIALIST RECOMMENDATION AS PER SECTION THREE.**