

**REQUEST FOR VISITOR:  
TO BE PRESENTED AT LEAST  
5 DAYS PRIOR TO ARRIVAL**



**Limit of nights a visitor may stay is 2 in any week in any room in Hall – a visitor may not move from room to room to extend length of stay.**

**No more than one visitor per room.**

**I would like to apply for permission to have a visitor on the following dates:**

**Name of Badock Resident:** .....

**To stay in Room Number::** .....

**Name of Visitor:** .....

**Visitor Mobile Number:** .....

**Dates visitor will be staying overnight in Hall :**

**Arrival day and date:** .....

**No of nights in Hall:** .....

**Departure day and Date:** .....

**If parking required please state:**

**Vehicle Make:** ..... **Colour:** ..... **Registration:** .....

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**I understand that I am entirely responsible for the conduct of my visitor/s and will ensure they pay for any meals taken in Hall. In the event of issues arising from the visitor's stay in Hall he or she will be asked to leave at once.**

**Any visitor nor registered prior to arrival may be asked to leave Hall – we need to have details of any non-resident staying in hall in case of emergency evacuation.**

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**WARDEN'S SIGNATURE:** ..... **Date:** .....