



**Night Light  
Winter Shelter**



## Referral Process

1. Please complete the referral form, explaining the Code of Conduct to all applicants to give an understanding of what is expected of them. They will be required to sign the Guest Agreement agreeing to the conditions. Their bed in the Winter Shelter will be at risk if they do not keep to the Code of Conduct.
2. There is capacity for up to 15 guests, male and female.
3. Should the Shelter be full on any given night, Night Light will operate a priority system in partnership with our referral agencies. For example, levels of vulnerability and state of health will be taken into consideration.
4. A guest will be informed by 3pm on their first day if a bed is available for them.
5. After their first night a guest can book themselves in for the following night.
6. All guests **must** present that evening between **7 pm -7.30 pm**. Failure to arrive during this time will put their bed at risk if there is a waiting list. This means their bed will be given to another applicant on the waiting list, who will then be contacted by mobile phone and invited in from 7.30 pm – 8 pm.
7. **The Night Shelter is not a drop in.** Night Light operates as an invitation only shelter. No one will be admitted into the Winter Shelter without a completed referral having been received from a partner referring agency.
8. Please stress that there is no point waiting outside the venue in the hope of a place. Successful applicants will be contacted by phone. No walk in will be accepted.
9. Please send all completed referral forms to Lorraine Anstey using the following email address making sure that the document is password protected: [lorryainenlws@gmail.com](mailto:lorryainenlws@gmail.com)

**Shelter Address:** Night Light Winter Shelter, Key House, Sarum Hill, Basingstoke, RG21 7YP