



## HOLIDAY COTTAGE BOOKING FORM

<b>Cottage Required:</b>	Star Cottage / Sun Rise Cottage
Dates Required:	_____ Expected Arrival Time _____ (after 3pm please)
Your Name & Address:	_____ _____ _____ _____
Post Code:	_____
Phone Number:	_____ E-mail: _____
Number of Adults:	_____ Number of Children: _____ Pets: _____
Please advise us of any special needs / requirements: _____	
<b>Please enclose a cheque for £50 as a refundable deposit to secure this booking, payable to: Caroline Mansell.</b>	
<b>Total Due:</b>	<b>£ _____ Payable by a separate cheque 30 days prior to arrival, payable to: Caroline Mansell.</b>
<i>I have read and agree to the Terms &amp; Conditions overleaf</i>	
Signed: _____	
We will send you confirmation of your holiday along with directions to our property once we have received your deposit. Please indicate where you saw our advertisement:	
Please send your completed booking form to: Evening Star Cottages, Evening Star Farmhouse, Pentlepoir, Saundersfoot, SA69 9BH	

## Terms and Conditions

In these terms and conditions "Guest" shall mean any person whose name appears on the booking form.

1. All bookings are from 3pm on the agreed day of arrival to 10am on the day of departure, which is when the cottages must be vacated.
2. All bookings must be made by a person of at least 18 years of age at the date of completion of the booking form.
3. A deposit of £50 is required with a completed Booking Form in order to reserve a cottage. A receipt will be sent confirming booking and deposit payment.
4. The £50 deposit will be held as security against either cancellation or damage to the property and its contents during your stay. The deposit will be returned by cheque one week after your departure, following inspection of the property and checking of contents. Any breakages or damage will be itemised and deducted from the repayment of deposit.
5. Full payment for the cottage rental is due 30 days before the day of arrival. If full payment is not received by that date, the booking will be considered cancelled and the deposit retained. Upon receipt of the full payment, directions to the cottage will be supplied.
6. The number of people occupying a cottage may not exceed that stated on the booking form, which in turn must not exceed the maximum advertised occupancy for the cottage.
7. Dogs are welcome in Sun Rise to a maximum of one per booking. Any dog accepted must be kept on a lead and under control at all times and must not be allowed to sleep on any bedding or other soft furnishings in the cottage.
8. Guests must keep the cottage, its fixtures and fittings, furnishings, in a clean and tidy condition. The fixtures, fittings, furniture and furnishings must not be rearranged and no furnishings must be removed from the property for any purpose whatsoever.
9. All cottages are **non smoking**.
10. Cottages not claimed or occupied on the stated date of arrival will not be re-let, and will be considered occupied for the purpose of this agreement. No refund will be given in these circumstances.
11. If the cottage is not vacated by 10am on the departure day as indicated on the booking form, then we may remove all personal possessions from the property and will store for future collection by the Guest.

**Cancellations:** The cancellation of bookings must be advised immediately and confirmed in writing. For cancellations made greater than 30 days before the arrival date, the value of the deposit will be retained by Evening Star Cottages and any other payments refunded in full.

For cancellations within 30 days of arrival date, the full deposit will be retained, plus 50% of the remaining booking fee.

**Damage or Breakages:** Any damage caused to the cottage, its fixtures and fittings, furnishings or effects shall be immediately reported to Evening Star Cottages and a contribution towards replacement or repair will be agreed. Failure to report such damage will result in a deduction from the deposit entirely at our discretion.

**Liability:** To the extent allowed by law, Evening Star Cottages shall not be liable to any person for any personal injury, loss or damage to property or to any motor vehicle, motorcycle, cycle or other goods of any kind whatsoever, however caused. Guests should make their own insurance arrangements for personal property.

**Payments:** Payments made by cheque are payable to Caroline Mansell.