

**Booking Form - 54b Lancaster Court, Pier Avenue, Southwold**

Complete and return this form together with your payment to:

**Miss S A Foley, 10 Lower Cronk Orry, Minorca Hill, Laxey, Isle of Man, IM4 7EG**

**Name**

**Address**

**Tel No. Day**

**Tel No. Evening**

**Email address**

**Arrival date**

**Departure date**

**Number in party**

**Please provide names and addresses of other party members and indicate whether adults or children**

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Complete the booking form and post it together with your non-refundable deposit/payment. Please enclose either whole amount or 50% deposit. Where only the deposit has been paid the final payment is due 8 weeks before the holiday commences. The rental payment together with this booking form will act as a contract between us. For telephone bookings your deposit, or full payment (whichever is applicable) is required within 7 days of your booking enquiry. Failure to ensure your deposit reaches us within 7 days or that full payment is made to us before the start of the holiday may result in the cancellation of the booking.

Amount enclosed  **Cheque to be made payable to Miss S A Foley**

I also enclose £75 Security/Cleaning deposit which I understand will be returned to me if the property is left in a clean and tidy condition **Cheque to be made payable to Miss S A Foley**

I declare that I am over 18 years of age and agree to be bound by the attached booking conditions

**Signed**  **Date**

# **54B LANCASTER COURT, PIER AVENUE, SOUTHWOLD**

## **CONDITIONS OF BOOKING**

### **1. NUMBER OF PERSONS**

The maximum number of persons allowed in the apartment is five. Additional persons (except babies in cots, for which owners remain responsible for providing cot and any other required accessories) may not be accommodated.

The owners reserve the right to terminate the hire without notice and without refund for any breaches of this condition.

### **2. PETS**

Sorry no pets allowed.

### **3. SMOKING**

No smoking permitted in the property.

### **4. BALANCE OUTSTANDING**

Your signature on the booking form makes you responsible for the whole sum payable for the hire. The balance of hire charges must be paid to Miss S A Foley no later than 8 weeks prior to the commencement date of the holiday.

### **5. BOOKING CANCELLATION**

If you cancel your booking, you must immediately notify S A Foley, by telephone or e-mail, and in writing by first class post. In all cases of cancellation the 50% deposit is forfeited. We will endeavour to re-let the property, but unless such a re-let is obtained, you will remain responsible for the payment of the balance of rent. Should we be successful in re-letting the apartment on your behalf there will be an administration charge for this service, which carries a minimum fee of £30.00.

### **6. ARRIVAL**

Access to the property is available from 3pm on first day of your holiday. Keys to the apartment are available from Durrants t/as H A Adnams, 98 High Street Southwold between 3pm and 4.30pm unless alternative arrangements have been made.

It is your responsibility to advise us at least 48 hours in advance if keys are required outside the above hours to enable alternative arrangements to be made.

Should your journey be delayed due to unforeseen circumstances please either telephone the owners (mobile 07624 496923 or 01624 863197) or Durrants t/as H A Adnams (01502 723292) between 9am – 1pm or 2pm – 4.30pm, Mon to Sat to enable alternative arrangements to be made.

The owners accept no responsibility should access to the property not be possible where you have not telephoned in advance to make alternative arrangements.

### **7. DEPARTURE**

The apartment must be vacated by 10.00 a.m. on the final day of hire and must be left in a CLEAN and TENANTABLE condition. Keys to be returned to Durrants t/as H A Adnams (unless alternative arrangements have been made). All electrical appliances, including storage heaters and immersion heater should be turned off at the Socket/Switch points, unless otherwise stated, and all windows and doors must be securely locked.

Immersion heater switches can be found in the airing cupboard, and should be turned off

A £75 security/cleaning deposit is required. This will be returned if the property is left in a clean and tidy condition

N.B. A charge may be levied against the above deposit for any property vacated and not CLEANED.

## **8. MINORS**

Bookings from persons aged under 18 years cannot be accepted.

## **9. METHODS OF BOOKING**

We suggest you initially telephone, or email Shirley Foley (mobile 07624 496923 or 01624 863197 (evenings and weekends) e-mail address: [shirleyfoley@manx.net](mailto:shirleyfoley@manx.net)) so that we can discuss availability with you. When you have decided which dates you require, we will reserve the apartment for you for a period of five working days, to enable you to send us your completed booking form and deposit. Once we have received your deposit/payment we will process your booking and send you a booking confirmation (please allow 14 days for receipt of this).

## **10. CYCLE HIRE**

2 adult mountain bikes are available for hire at £25 per week each (you agree that these are hired and used at your own risk)

## **11. DISCLAIMER**

The owners do not accept any liability for loss, damage, injury or accident, which the tenant or any of his party may incur or experience. Neither can the owners accept liability for any disruption or inconvenience which might affect your holiday where such failure is not reasonably the fault of the owner.

## **12. OCCUPATION**

You agree that the purpose of this letting is to confer on you the right to occupy the apartment and garage for a holiday only during the period reserved and that you have no other rights of occupation over the property.

## **13. BREAKAGES**

Please contact the owners by telephone or e-mail to report any damage or breakages, which occur during your holiday.

## **14. SECURITY**

Windows and doors must be kept securely closed and locked at all times when the property is not being occupied.

15. We regret no refund can be made for a holiday that has been taken in full

Please telephone Shirley Foley (mobile 07624 496923 or 01624 863197, evenings and weekends) or e-mail Shirley Foley at [shirleyfoley@manx.net](mailto:shirleyfoley@manx.net) for further information and dates available.

It is recommended that you download and print a booking form via our web site <http://www.southwold.ws/lancastercourt/> or request a booking form from us ready for your completion, once you have telephoned us to make a provisional booking.

**Completed booking form and deposit/rent payable to be posted to:**

**Miss S A Foley, 10 Lower Cronk Orry, Minorca Hill, Laxey, Isle of Man, IM4 7EG**