

**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 and address**

**Tel No. Day**

**Tel No. Evening**

**Email address**

**Arrival date**

**Departure date**

**Number in party**

**Please provide names, ages and addresses of other party members**

Please read the attached terms & conditions regarding number of persons in your party to ensure you are able to comply with our requirements prior to booking. Please also complete this booking form and post it together with your non-refundable deposit of 50%. Where only the deposit has been paid the final payment is due 8 weeks before the holiday commences. For holidays commencing within 8 weeks, the whole amount is due when booking. 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.

Bed linen & towels are not included, however we would be happy to arrange for these to be provided on your behalf, via an independent hire company & by prior arrangement (supplemental charges apply as below).

Double bed (4x pillow cases, 1x sheet, 1x duvet cover, 2x hand towels, 2x bath towels) at \*£15.00 per bed. **Number req.**\_\_\_\_\_ (please include appropriate payment with final balance)\_

Single bed (2x pillow cases, 1x sheet, 1x duvet cover, 1x hand towel, 1x bath towel) at \*£12.00 per bed **Number req.**\_\_\_\_\_ (please include appropriate payment with final balance)

(Bed linen/towel hires include bath mat and tea towels)

(\* N.B. - above prices are for 2010 only. 2011 rates are to be agreed with our linen hire companies and may be subject to slight increase)

Amount enclosed

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

Please also ensure you enclose (with final payment) the £75\* Security/Cleaning deposit which will be returned if the property is left in a clean and tidy condition **Cheque 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. No same sex parties of more than 2 persons permitted without the prior agreement of the owners.

Stag or hen party groups and unaccompanied teenagers are **not** permitted.

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. PROPERTY DESCRIPTION AND FACILITIES**

We will make every effort to provide an up to date, true and accurate description of the property, however you accept that minor differences may occur. You are responsible for ensuring that the property is suitable for your needs and for advising the owners of any specific requirements or needs.

**6. 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.

**7. ARRIVAL**

Access to the property is available from 3pm on first day of your holiday. Keys to the apartment are available from Durrants/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 it is your responsibility to telephone the owners (mobile 07624 496923 or 01624 863197) or their agents Durrants/H A Adnams (01502 723292) to enable alternative arrangements to be made. A small charge may be levied for out of hours key collection.

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

**8. 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/H A Adnams (unless alternative arrangements have been made). Electrical appliances, including storage heaters and immersion heater to be turned off at the Socket/Switch points, unless otherwise stated, and all windows and doors must be securely locked.

**9. GOOD HOUSEKEEPING DEPOSIT**

A £75\* security/cleaning deposit is required with the final payment. This will be returned within 14 working days of departure if the property is left in a clean and tidy condition, provided there are no deductions to be made as a result of damage or failure to comply

with these booking terms and conditions. A charge may be levied against the above deposit for any property vacated and not CLEANED.

\*N.B. A higher deposit may be requested in instances where same sex parties of more than 2 persons have been agreed with the owners.

**10. MINORS**

Bookings from persons aged under 18 years cannot be accepted.

**11. METHODS OF BOOKING**

Please telephone or email Shirley Foley (mobile 07624 496923 or 01624 863197 (evenings and weekends) e-mail address: [shirleyfoley@manx.net](mailto:shirleyfoley@manx.net)) to check availability. 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).

**12. LINEN HIRE**

Where required we are happy to facilitate the hire of linen/towels on your behalf subject to payment in advance of associated hire fees. It may also be possible to arrange the hire of a travel cot and or a high chair. Please note hire of linen, travel cot & high chair is arranged on your behalf through an independent hire company who should be contacted in the event of any problems arising.

**13. 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)

**14. 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.

**15. NON AVAILABILITY OF PROPERTY**

If for any reason beyond the owners' control the property is not available for all or part of the holiday booked (e.g. flood, fire damage etc) or the property has become unsuitable for holiday letting, the owners liability shall be limited to the refund of rents payable in respect of the period of unavailability.

**16. 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.

**17. BREAKAGES**

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

**18. SECURITY**

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

**19. PROBLEMS OR COMPLAINTS**

Any problems or deficiencies should be reported to the owners or their agents as soon as possible, but within 24 hours. We regret no refund can be made for a holiday that has been taken in full or in instances where complaints are only raised at the end of the holiday.

**20. INSURANCE**

We recommend that you obtain your own comprehensive cancellation cover.

**21. PERSONAL PROPERTY**

The owners are not responsible for your personal property either during or after occupation of the property. If items are left behind you should advise the owners as soon as possible so that items can be searched for and returned if found. Reimbursement for postage, packing and other expenses will usually be required in advance. Items which are not claimed or where postage etc is unpaid will be kept for a short period before being disposed of.