

# Holiday Booking Form

Beach Mews Torquay Devon

PLEASE COMPLETE THIS FORM, ENCLOSING YOUR CHEQUE PAYMENT AND SEND BY RETURN OF POST TO THE ADDRESS BELOW.

Name: .....

Address: .....

.....

..... Post Code: .....

Email Address:..... Mobile No: .....

Tel No's. Home: ..... Work: .....

No. of Adults: ..... Names: .....

.....

.....

No. of Children: ..... Names & Ages: .....

..... Cot: Yes/No High Chair: Yes/No

Where would you like the Cot placed? .....

Arrival Date: ..... Arrival time is from 4.00 p.m. onwards

Departure Date: ..... Departure time is before 10.00 a.m.

Total Cost: £ ..... Less 25% Deposit (sent today): £ .....

Balance (6 weeks before arrival): £ ..... Car Reg. No: .....

I enclose payment of £ ..... by means of Sterling Cheque.

## PLEASE MAKE CHEQUES PAYABLE TO: "

**This is a firm booking I accept & will abide by the booking conditions as overleaf, which I have read.**

Signed: ..... Date: .....

Please say which Website or Search Engine you found us on: .....

Is this a Return Visit? .....

Mr & Mrs George & Margaret Sevenoaks  
4 The Conifers Torquay Devon TQ2 8NG  
Tel: +44 (0)1803 329208 email: [info@beachmews.com](mailto:info@beachmews.com) [www.beachmews.com](http://www.beachmews.com)

# Booking Conditions & Terms of Letting

## 1. Contract

The Contract for a short-term holiday rental shall be made between the Client and Mr & Mrs G & M Sevenoaks. The Contract shall be governed by UK Law. It will be entered into when the deposit is processed and Mr & Mrs G & M Sevenoaks issues the confirmation letter. The Contract will be subject to all the following booking conditions.

## 2. Payment

A deposit of 25% of the rental fee is payable if the booking is made more than six weeks before the commencement of the rental. Non-payment of the balance of the rental on or before the due date shall be construed as a cancellation of the contract by the Client. For bookings made less than six weeks before the commencement of the rental the total rental fee is payable on booking. Payment can be accepted by cheque if it is denominated in sterling (UK pounds), credit & debit cards mentioned overleaf and received not less than two weeks before the commencement of the rental. All payments shall be made to 'Beach Mews' at the address at the bottom of the Booking Form.

## 3. Cancellation

Any cancellation made by the Client for whatever reason shall be in writing. If the booking is cancelled within two weeks of the arrival date, the entire rental fee will be forfeit. For cancellations made prior to two weeks before the arrival date, a percentage of the rental fee will be refundable, the percentage being calculated according to a sliding scale and increasing with the length of time between the date of cancellation and the arrival date. Full details of our policy regarding cancellations and movement of bookings is stated below. Mr & Mrs G & M Sevenoaks strongly recommends Clients to take out Cancellation Insurance, details of which are set out in paragraph 4.

### Deposits, Cancellations and Transfers

A deposit of 25% of the booking fee is payable at the time of the booking, the balance being due six weeks before the arrival date. The balance will be collected automatically if we hold the guest's credit card details, but if the deposit was paid by some other method, then the guest must remit the balance so that we receive the payment by the due date. Should we not receive the balance by the due date (or should the credit card company refuse the payment if the deposit was paid by that method) then we will attempt to contact the guest using the contact details with which we have been supplied, but it nonetheless remains the guest's responsibility to ensure the balance is paid on time. If we have still not received the balance three weeks after the due date, then the booking will be deemed to have been cancelled, the deposit will be forfeit and we will be free to rebook the property.

When a booking is cancelled, the percentage of the booking fee charged as a cancellation fee (i.e. not refunded) will depend upon the amount of time still to elapse before the arrival date as per the following table:

0-2 weeks	100% of booking fee
2-4 weeks	90% of booking fee
4-6 weeks	80% of booking fee
6-8 weeks	70% of booking fee
8-10 weeks	60% of booking fee
10-13 weeks	50% of booking fee
13-16 weeks	80% of deposit
16-20 weeks	60% of deposit
20 weeks and over	40% of deposit

- a) In the case of transfers, there is no penalty provided the new booking fee exceeds the price of the old one and the transfer is to an earlier date.
- b) If the transfer is to an earlier date but the new booking fee is less than the old one then the difference is treated as a cancellation as per the above table.
- c) If the transfer is to a later date but the new booking fee exceeds the price of the old one, then it is treated as a cancellation as per the above table, except that the percentage total of the booking fee charged as a cancellation fee (i.e. not

refunded) is the difference between a) the percentage that would have been charged as per the table for the old booking had it been cancelled rather than transferred and b) the percentage that would have been charged as per the table for the new booking if the new booking had been cancelled on the date of the transfer. For example, if a booking with a week to go before the arrival date is moved to a date three weeks away then the cancellation fee would be 10%, as the difference between a cancellation 1 week away (0-2 weeks i.e. 100% per the table) and a cancellation 3 weeks away (2-4 weeks i.e. 90% per the table) is 10%.

d) Where the transfer is to a later date and the new booking is less in price than the cancelled one, the difference is treated as a straightforward cancellation as per the above table. The rest of the price of the cancelled booking is dealt with as per c) above.

## 4. Cancellation Insurance

Cancellation Insurance is not compulsory but Mr & Mrs G & M Sevenoaks do strongly recommend such insurance cover to protect against the cancellation penalty. Accordingly, a Holiday Insurance proposal form will be enclosed with your booking form and should be sent back to the holiday insurance company.

## 5. VAT

No VAT is applicable.

## 6. Period of Hire

Rentals commence, unless otherwise notified, at 3 p.m. on the day of arrival and terminate at 10 a.m. on the day of departure.

## 7. Number of Persons in the Property

The number of persons occupying the property must not exceed the maximum number stipulated on our website. Mr & Mrs G & M Sevenoaks reserves the right to refuse entry to the entire party if this condition is not observed.

## 8. Complaints

Should there be any cause for complaint during the occupation of the property, it must be notified promptly to Mr & Mrs G & M Sevenoaks and in the case of a serious problem confirmed in writing.

## 9. Care of the Property

The Client shall take all reasonable and proper care of the property and its furniture, pictures, fittings and effects in or on the property and leave them in the same state of repair and in the same clean and tidy condition at the end of the rental period as at the beginning.

## 10. Breakages, Damage or Loss of Apartment Keys

The Client is legally bound to reimburse Mr & Mrs G & M Sevenoaks for replacement, repair or extra cleaning costs on demand.

## 11. Pets

Mr & Mrs G & M Sevenoaks do accept pets by prior arrangement.

## 12. Liability

Mr & Mrs G & M Sevenoaks, its employees and agents do not accept third party liability in respect of breach of contract, negligence, misrepresentation or otherwise.

## 13. Warranties

Mr & Mrs G & M Sevenoaks do not warrant and are not responsible for the accuracy of any verbal information given or statements made by any of its servants or agents.

## 14. Right of Entry

Mr & Mrs G & M Sevenoaks shall be allowed the right of entry to the property at all reasonable times for purposes of inspection or to carry out any necessary repairs or maintenance.

## 15. Children

Guests must accept responsibility for the safety of their children; no child under the age of 15 may use the swimming pool in The Hesketh Health Club unaccompanied.