

**Please send all correspondence to: G Murphy, P.O. Box 1400, Kingston, Surrey, KT1 9NH, United Kingdom.**

## HARBOUR COTTAGE BOOKING FORM

**Harbour Cottage is strictly non-smoking. Sorry no pets.**

Date of Arrival                      Number of Nights                      Date of Departure

Name (of person responsible for booking)

Address

Postcode

Phone Number

E-mail

Number of People in Group: Adults

Children

(A) TOTAL COST OF BOOKING £

(B) 25% DEPOSIT PAYABLE WITH BOOKING £

(C) REFUNDABLE SECURITY DEPOSIT PAYABLE WITH BALANCE **£100**

BALANCE DUE 28 DAYS BEFORE ARRIVAL (please add £100 refundable security deposit) (A) - (B) + (C) £

Arrival time is between 3PM and 7PM (after 7PM can be arranged with prior notice)

Departure time is 10AM.

I have read and agree to the Terms and Conditions of Booking on page 2 of this form and enclose the above payment as confirmation of my booking.

Signed..... Date.....

Print Name.....

**Please tell us where you heard about Harbour cottage:**

Cottageguide:  Visit Britain:  Cottagenet:  Visit Thanet:  Google:

Other Search Engine:  Please specify.....

THANK YOU – WE HOPE YOU ENJOY YOUR VISIT

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## **HARBOUR COTTAGE, 20 ADELAIDE GARDENS, RAMSGATE, KENT CT11 9HH**

### **Terms and Conditions of Booking**

Harbour Cottage is let fully furnished & equipped. The price includes central heating, hot & cold running water, bed linen & towels. **Harbour Cottage is a non-smoking establishment. Sorry no pets.**

The use of the accommodation, amenities and parking space is entirely at your own risk and no responsibility can be accepted for any injury, loss or damage to any occupants of the property. Please ensure children are adequately supervised. We cannot accept responsibility for any consequential loss or for the failure of public utilities such as water, gas or electricity.

Please note that the spiral staircase, although an original feature of the property, is steep, and may not be suitable for the very young, elderly or infirm. Please refer to our Access Statement available from a link on the "About the Cottage" page of our website.

**PAYMENT:** Dates reserved by telephone must be confirmed within five days using a completed booking form and the necessary deposit. We shall not be held responsible for holding any reservation for more than five days without written confirmation and a 25% deposit. The cost of your holiday is payable in full at least four weeks before your arrival date. A receipt will be provided. Non-payment of the balance within 28 days of the arrival date will be treated as a cancellation.

**CANCELLATION:** If you cancel your booking you must notify us in writing. We will endeavour to re-let the property and if successful your payments minus any shortfall and a £20 administration fee will be refunded. If we are unable to re-let the cottage all monies paid will be forfeited. It is advisable for you to arrange holiday insurance to cover for such an eventuality.

**NUMBER OF GUESTS:** Harbour Cottage must not be occupied by more persons than specified on the booking form and is limited to a maximum of six persons.

**BEHAVIOUR/CONSIDERATION FOR NEIGHBOURS:** During your stay please treat the property and surrounding area with respect. If, in our reasonable opinion or in the reasonable opinion of an official, you or any member of your party behaves in such a way as to cause, or be likely to cause, danger, upset or distress to any third party or damage to the property, or in any way damage the reputation and/or the goodwill of the Owner, we are entitled, without prior notice, to terminate the occupation of the person(s) concerned immediately. We will have no further responsibility toward such person(s).

**ACCESS:** The owners reserve the right of access at any reasonable time in the case of an emergency.

**SECURITY DEPOSIT:** A Security Bond of £100 is payable 28 days prior to the arrival date by cheque. A receipt will be provided. The Security Deposit will be returned to you within 7 days of your departure minus the cost of any damage to the property or items in the property or the cost of any additional cleaning beyond the normal reasonable level. If the Security Deposit is not sufficient to meet any costs incurred, you will be responsible for paying us any additional monies immediately on request.

**CLEANING AND BREAKAGES:** The Hirer is expected to leave the accommodation and its contents in a clean and tidy condition on departure and is liable for any loss or damage done to the property. An inventory of items provided for your use is available in the welcome pack in the cottage. Any discrepancies should be notified to us by the end of the day after your arrival.

**USE OF THE LOG FIRE:** The use of the log fire IN THE LOUNGE is entirely at your own risk and neither the owners of Harbour Cottage nor their agents accept any liability for loss, damage or injury to any guests resulting from the use of the log fire. THE FIREPLACES IN THE BEDROOMS ARE PURELY DECORATIVE AND SHOULD NOT BE USED FOR LIGHTING A FIRE UNDER ANY CIRCUMSTANCES.

**COMPLAINTS:** If, in the opinion of the Hirer, there are grounds for complaint, this should be brought to the attention of the local Managers immediately it becomes apparent by telephoning 01843 596663. No complaint or recompense will be entertained at the end of the holiday, or when the Hirer has returned home.