



# BOOKING FORM/INVOICE

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Sue Ives, 25 The Street, Brundall, NORWICH, NR13 5AA, UK

*Please complete form in block capitals and return with your deposit to the address above.*

**Name (Mr/Mrs/Ms)**  
\_\_\_\_\_

**Home Address**  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Email** \_\_\_\_\_

**Telephone Numbers**

**Day:** \_\_\_\_\_

**Eve:** \_\_\_\_\_

**Mobile:** \_\_\_\_\_

**Dates of Stay**

**From:** 3pm on Saturday \_\_\_\_\_

**To:** 10am on Saturday \_\_\_\_\_

I enclose 20% deposit of £ \_\_\_\_\_

I understand that the balance of £ \_\_\_\_\_

is due 6 weeks prior to arrival date

Please make cheques payable to Sue Ives

**Names of ALL guests staying at Beach Folly**

	<b>Age</b> (if under 18)
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

**Total Number in Party** \_\_\_\_\_

I have read and understood the Terms & Conditions of Booking and agree to abide by them

**Signature** \_\_\_\_\_

**Date** \_\_\_\_\_

**FOR OFFICE USE ONLY**

**Booking Ref:** \_\_\_\_\_

**Deposit Paid:** \_\_\_\_\_

**Balance Due:** \_\_\_\_\_

**Balance Paid:** \_\_\_\_\_

**Joining Pack:** \_\_\_\_\_

## Beach Folly, Gorleston-on-Sea - Terms & Conditions of Booking

- Weekly bookings are Saturday to Saturday. The property is available from **3pm** on the arrival date and is to be vacated by **10am** on the departure date. Keys to be collected and returned as per the details included in the joining pack.
- Guests booking for more than one week must be prepared to allow access for a weekly change of linen and towels, and for cleaning.
- A non-refundable deposit of 20% of the total cost is payable. For bookings made more than six weeks before arrival a deposit of 20% is payable at the time of reservation to confirm the booking, the balance to be paid not less than six weeks before commencement of the booking. For bookings made less than six weeks before arrival, the full amount is payable on booking. Cheques should be made payable to Sue Ives.
- If you need to cancel your booking you must contact the Owners as soon as possible in writing. The booking deposit is non-refundable under any circumstances. Bookings cancelled less than six weeks before date of arrival must still pay the full balance. We will make every effort to re-let the property once formal cancellation has been received and if we are able to re-let at the same price the balance will be refunded to you. If we are only able to re-let at a reduced price the reduced balance will be refunded. If we are unable to re-let the full balance will remain payable by you. We strongly advise, in case of unforeseen circumstances, that hirers take out independent holiday insurance against cancellation due to ill-health, bereavement etc as the above refund terms are non-negotiable.
- If the accommodation is not available on the confirmed booking dates for any reason beyond our control, then all monies paid in advance will be refunded in full. The hirer will have no further claim against the owners.
- When renting the property you are responsible for making it secure when left unoccupied during your stay. On vacating the property please ensure all windows and doors are suitably locked.
- The property is hired on the basis that the accommodation is for holiday use only.
- The contract for letting is made between the person who completes the booking form and the owner of the property upon confirmation of booking. That person is deemed to have accepted these 'Terms & Conditions' on behalf of all members of their party who are also aware of them.
- Sub-letting or transferring a letting period to another person(s) is not permitted.
- The maximum occupancy is four adults and one child. The number of persons using the property must be stated at the time of booking and must not be exceeded at any time.
- Payment by cheque or cash only please.
- The property is strictly non-smoking.
- Bath & hand towels supplied, please bring your own beach towels.
- All reasonable care must be taken of the house and its contents. Please also leave it clean and tidy on departure.
- You agree to report all damages and breakages to the property or contents to the owner as soon as possible and to pay upon written demand any costs incurred in making good any loss or damage. Minor one off accidental breakages will not normally be charged for.
- Loss of keys must be reported to the owner immediately and a charge will be made to cover costs of replacement locks/keys.
- One well-behaved dog **may** be accepted by prior arrangement on the strict understanding that it will not go upstairs at any time. No dogs accepted from 1<sup>st</sup> June until 30<sup>th</sup> September.
- The owner accepts no liability for any damage to property or person arising from this letting.
- We regret that we are unable to accept bookings from single sex parties or groups of unaccompanied persons under the age of 21.
- The hirer shall be entitled to occupy the property for holiday purposes only and this agreement shall not confer on the hirer any security of tenure within the terms of the Housing Act 1988 pursuant to which the occupation shall be deemed to be by way of excluding tenancy
- The Owner and/or their Agent reserve the right to enter the property at any reasonable time, with or without notice, during the Hirer's period of stay.
- In the event of any breach of these terms and conditions by the occupier, we shall have the right to enter and take possession of the property immediately without compensation to the occupier.
- **We reserve the right to change these Terms & Conditions at our sole discretion and without notice. Changes are effective on the date they are posted. We recommend that you print a copy for future reference and revisit them from time to time to ensure you are aware of any changes.**