



Please complete our booking form then print and sign before returning to us via post or email - [info@oakdeancottages.com](mailto:info@oakdeancottages.com)

# OAKDEAN COTTAGES

# BOOKING FORM

FULL NAME (LEAD GUEST) :

LEAD GUEST EMAIL ADDRESS :

ADDRESS :

POSTCODE :

TELEPHONE :

NAMES OF ADDITIONAL GUESTS :

TOTAL NUMBER IN PARTY :

ADULTS

CHILDREN

COTTAGE :

RIBBLE

CALDER

HODDER

COT/HIGH CHAIR REQUIRED? : Y N

DATES REQUIRED : DD/MM/YYYY

FROM :

TO :

PAYMENT:

A payment of  has been made as a deposit/full payment to stay at Oakdean Cottages. I agree to pay any outstanding balance no more than six weeks before arrival and to be bound by the Booking Terms and Conditions as set out below.

RENTAL AMOUNT QUOTED :

**PAYMENT INFORMATION:**

Bank Transfers: Mr I & G Sherrington  
Lloyds TSB – Sort Code 30-90-87  
Account Number: 20403460  
**IBAN:** GB17LOYD30908720403460  
**BIC:** LOYDGB21064

GUEST SIGNATURE:



# OAKDEAN COTTAGES

# BOOKING TERMS AND CONDITIONS

On payment of a deposit an agreement is made between the owners Mr & Mrs I Sherrington of The Oaks, Old Nab Road, York Village, Langho, Lancashire and our Lead Guest/s as detailed on the completed booking form. It is agreed that the owners will let and that the Guest will take the furnished premises at the annexe of The Oaks, or any other annexe owned by or related to this building for the time period set out on the booking form and be bound by the following conditions:

## **BOOKING**

For all bookings, including those made by telephone or Internet the lead guest must complete and sign a Booking Form. This must be sent to us at the time of booking. The lead guest must be over 18 years of age and authorised to make any booking and to accept these Booking Terms & Conditions by all persons named on the Booking Form. The Lead Guest will be responsible for making all payments due. On receipt of documents from us you must advise us if anything appears to be incorrect. We (the owners) regret that we cannot accept liability if we are not notified of any inaccuracies within 10 days of our despatching the documents to you. We reserve the right to refuse a booking without giving any reason.

## **DEPOSIT & RENTAL-PAYMENT**

Bookings for 30 days or less: In order to confirm your booking a payment of 50% (of the total rental fee) must be made and the Booking Form signed and returned. If we do not receive your booking form and payment within 3 days of your verbal or email confirmation, then we will release your reservation and will not be able to guarantee that the property will subsequently be available. We must receive the balance of your rental fee 6 weeks prior to the booking arrival date. If we do not receive payment in full and by the date given in our confirmation receipt then we reserve the right to treat the booking as cancelled. In this case, cancellation charges as set out in the clause 'Cancellation by you' will be applicable. No reminder of payment dates will be sent. Bookings received 6 weeks or less before the booking arrival date must be paid in full. Although we would not anticipate any costing errors on the confirmation invoice, should there be an obviously incorrect price shown, then we will issue a new invoice and will not be bound by the price shown on the incorrect invoice. Should the stay noted on the booking form exceed 30 days, a booking deposit of one months rent is payable in advance. This will be retained as the security deposit and the first month's rent expected on arrival. The owners then reserve the right to establish any on going payment of the total rental fee by a means that suits the guests and the owners. Non-payment of the rental fee or late payment of the rental fee, regardless of the means agreed, will cancel any rights of the guest who must vacate the premises on the immediate instruction of the owners.

## **YOUR CONTRACT**

A binding contract comes into existence when the deposit for your stay has been paid and in all other cases when we dispatch our confirmation receipt. English Law governs this contract. It is mutually understood and agreed that any dispute, claim or any other matter that arises out of this contract or your holiday will be dealt with by the courts of England and Wales.

## **LOCATION MAP & DIRECTIONS, KEY COLLECTION**

A location map & directions with key collection instructions will be sent to the lead guest on receipt of the deposit payment.

## **CANCELLATIONS – BY YOU (LEAD GUEST)**

You may cancel your booking at any time. Cancellation must be communicated to us in writing and takes effect from the date received by us. In the event of cancellation then the following charges become applicable. Less than 2 weeks prior to arrival date, 100% of full costs; Between 2-4 weeks prior to arrival date, 90% of full costs; Between 4-6 weeks prior to arrival date, 75% of full costs.

## **CANCELLATIONS – BY US**

It is extremely unlikely that we will have to make any changes to your property rental. However, occasionally we may have to make changes and reserve the right to do so at any time. Most of these changes would be minor and we will advise you of them as soon as they become applicable. If we are forced to cancel the property rental because of a force majeure or for any reason that makes the property unfit for rental, you will have the choice of either allowing us to try and locate a suitable property on your behalf or of cancelling the booking and accepting a full refund of all monies paid to us. Please note that we are not liable for any consequential loss or incidental expenditure resulting from the cancellation of your holiday.

## **INSURANCE**

It is the responsibility of the Guests to ensure that their personal possessions are insured. We cannot accept any liability or theft of, loss or damage to personal possessions. We also recommend that guests arrange adequate travel insurance for cover in case of cancellation (see Cancellations).

## **COMPLAINTS**

Complaints must be reported immediately to the owners of the property or to their representatives thereby giving them the opportunity to rectify the problem during your stay. If the problem cannot be rectified during your stay, you must write to us within 28 days of departure giving full details of your complaint. We cannot accept complaints if you have not followed the course of action laid down in this clause.



# OAKDEAN COTTAGES

# BOOKING TERMS AND CONDITIONS

## OCCUPATION OF THE PROPERTY

Only the named guests are permitted to use or stay in the property. If you are expecting overnight visitors, you must let us or our representatives know. You and your party must not exceed at any time the numbers of sleeping places. The owners or our representatives have the right at all times to refuse access to the property for people who are not members of the party.

## ARRIVAL/CHECK IN TIME

This is from 1500hrs (3pm) on the arrival day booked. We may be flexible on this, provided there are no departures from the night prior. Please check with us a few days before your date of arrival and when possible we'll be happy to oblige.

## DEPARTURE/CHECK OUT TIME

This is by 1100hrs (11am) on the departure day booked. We may be flexible provided that there are no imminent arrivals due. When possible we will be happy to oblige.

## DUTY OF CARE

Guest/s agree not to deface, make any alterations or additions to the interior or exterior of the properties or decoration or fixtures or fittings on the premises or furniture. To keep the furniture, soft furnishings and equipment in their present state of repair and condition and to replace with similar articles of least the equivalent value and standard, any items of furniture that may be found to be missing or destroyed (reasonable wear and tear excepted). Not to move any of the furniture from its present position in the Premises. To use the premises as a private holiday residence for the designated number of persons only and not for any other purposes whatsoever. Additional persons may be accommodated by prior arrangement only. Not to affix any poster or placard to the interior or exterior of the Premises. Not to do or permit to be done anything which may be a nuisance or annoyance or cause of damage to any neighbouring or adjoining property. Not to do anything or suffer or permit anything to be done as a result of which any policy or insurance held by the Owners on the Premises may become void or voidable or subject to an increased rate of premium. Not to use the property for any illegal or immoral purposes. Not to play or permit to be played in the premises any musical instrument or sound production equipment between 11.00pm and 7.30am or so as to be audible outside the premises. To permit the owners or their agents access to the Premises to deal with any maintenance or security issues. Not to smoke or permit smoking inside the Premises. Not to allow pets inside or on the Premises. To accept all clauses and conditions as set out in this document.

## BREAKAGES

For stays of four weeks or more the guest will pay a deposit equivalent to one months rent in advance that is fully refundable, less any sum that may be due to the owners from the guest as a result of any breach of the guest's obligation under this agreement. For stays of less than four weeks, the guest will pay a key deposit of £50, that is fully refundable, less any sum that may be due to the owners from the guest as a result of any breach of the guest's obligation under this agreement. The owner reserves the right to request a larger key deposit for larger parties to be withheld in the event of any breakages or damage. Guest/s agree to leave the premises and furniture in a clean and tidy state of repair and a condition in accordance with this agreement.

## PROVISIONS AND DECLARATIONS

If at any time during the letting period, the fee or any part of it is unpaid or any covenants by the guest contained in the agreement is broken or not performed or observed, it shall be lawful for the owners or their agent at any time thereafter to re enter the premises or any part thereof in the name of the whole and upon re entry this agreement shall absolutely determine but without prejudice the right of action of the owners or their agent in respect of any breach of any covenant contained in this agreement. This agreement is made on the basis that the premises are to be occupied by the guest for a holiday as mentioned in the Housing Act 1988 Schedule 1 Paragraph 9. The guest acknowledges that this agreement is not an assured tenancy and that no periodic tenancy will arise on the determination of the letting period. As a holiday letting, this agreement is and excluded agreement for the purpose of the protection from eviction act 1977. It is the intention of the owners and the guests during the term of this agreement that the occupation by the guest of the premises is for the purpose of holiday let only and that the guest occupied the premises solely on this basis and this agreement shall take effect as a holiday letting agreement only. The terms and conditions of the agreement become valid upon written confirmation by the owners of acceptance of the holiday letting period for the agreed letting period.

## PLEASE INITIAL HERE TO CONFIRM YOU HAVE READ THE BOOKING TERMS AND CONDITIONS :