



## BOOKING FORM

Please make contact prior to completing the booking form to ensure that your desired dates are available, and the deposit amount is agreed.

Either print-out this booking form and then complete it by hand, or complete it 'on screen' i.e. just type into the boxes and then print it out in the normal way (suggestion - save it first onto your computer like any Word document). After signing and dating, send it with the agreed deposit and a signed copy of the Terms and Conditions, to the address that we will supply to you (full addresses are not included on this form or on the website)

Title:	<input type="text"/>	Address 1:	<input type="text"/>
First Name:	<input type="text"/>	Address 2:	<input type="text"/>
Last Name:	<input type="text"/>	Town:	<input type="text"/>
		County:	<input type="text"/>
		Post Code:	<input type="text"/>
		Country:	<input type="text"/>
Home Tel:	<input type="text"/>	Fax:	<input type="text"/>
Work Tel:	<input type="text"/>	Email:	<input type="text"/>
Mobile Tel:	<input type="text"/>		

Name/s of additional members of party	1	<input type="text"/>
(Age if under 18):	2	<input type="text"/>
	3	<input type="text"/>
	4	<input type="text"/>

Desired booking dates	Day	Month	Year	No. of nights
	Arrive (after 4 pm):			
	Depart (prior to 10 am):			

Arrival flight details (if known)

Airline:	<input type="text"/>
Flight Number:	<input type="text"/>
Departure airport:	<input type="text"/>
Scheduled arrival time:	<input type="text"/>

Please indicate any special interests e.g. sport or cultural activities, excursions, restaurants:

How did you hear about the apartment? (please specify details):	Word of mouth	<input type="text"/>
	Internet	<input type="text"/>
	Magazine	<input type="text"/>
	Newspaper	<input type="text"/>
	Travel Agent	<input type="text"/>



## TERMS AND CONDITIONS

### 1 – Payment and Deposit:

Bookings can only be confirmed on receipt of a signed terms and conditions form. Payment of any money including the deposit is regarded as evidence of your acceptance of the booking conditions.

A deposit of 35% of the total rental is required, plus a refundable security deposit (normally £200.00) This must be paid at the time of booking. The balance is payable 10 weeks prior to the start of the rental period. If the booking is made less than 10 weeks before the rental period, full rental payment plus the refundable security deposit must be paid. The rental and security deposits may be increased for longer rental periods.

The refundable security deposit will be returned, within 21 days of your departure, after the apartment has been inspected by the Caretaker and there is no damage. If damages are incurred during your stay, all costs must be borne by the guest. These payments may be deducted, (but are not limited in amount), from the security deposit. The apartment will be cleaned prior to your arrival and should be left clean and tidy by yourselves on your departure. If not, a charge of £50.00 will be deducted from your deposit.

*50 Euros is payable on arrival to the caretaker to cover the increased cost of Italian utilities.*

### 2 – Method of payment:

Payment is accepted, normally in Pounds Sterling, by one of the following methods: cheque drawn on a UK bank, a UK Postal Order, or direct bank transfer. Credit cards can be accepted but will be subject to an additional 3% charge. All cheques should be made payable to Gillian Risbridger. Bookings made from outside the UK can be made in Euros by direct bank transfer.

### 3 – Cancellation Policy:

In the event of cancellation these conditions apply:

181 days or more: Full refund but with an administrative fee of (£100)

61 to 180 days: 25% of total rental amount

15 to 60 days: 50% of total rental amount

14 days or less: Full rental amount

The date of cancellation is the date on which the notification reaches us, and you receive a confirmation.

### 4 – Occupancy:

The apartment sleeps a maximum of 4 adults, or 2 adults + up to 4 children if advised in advance. Additional charges for occupants over 4 may be applied. If clients do not adhere to these conditions the owner reserves the right to terminate the rental immediately and/or retain the full rental amount and security deposit.

### 5 – Rental Period:

The apartment is rented for the period specified on the booking form, commencing at 4 pm on the day of arrival, and must be vacated by 10 am on the day of departure.

### 6 – Insurance:

Every effort is made for the apartment to be fully functional. The owner cannot accept any responsibility and/or liability for loss of, or damage to guests' property, or for personal injury. We strongly advise guests to take out a comprehensive holiday insurance policy.

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I have read the terms and conditions and make this booking in accordance with them. Furthermore, I am authorized by all members of my party to accept these conditions on their behalf.

Date: \_\_\_\_\_

Signature: \_\_\_\_\_ Print Name \_\_\_\_\_