

Chauffeur's Cottage Booking Form

Please check your date availability using our online booking system or by phone on **01243 788787** or email to enquiries@chauffeurscottage.co.uk to ensure that your choice of dates is available before posting or emailing this form back to us. The form may be completed and returned to us either by email or by post to **Mr & Mrs P Carter, Langford Farmhouse, Chilgrove Road, Lavant, Chichester, West Sussex. PO18 9HL**

A deposit of 30% of the total cost is required to ensure confirmation of any booking; this may be provided either by a cheque (made payable to P. Carter) accompanying your posted booking form or if you prefer to email the form back to us payment can be made by online bank transfer to the following account: -

Sort code: 60-05-24 **Account number:** 21660999

Your Name and Address: -

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.....
..... **Postcode**.....

Contact Telephone Number.....

Mobile Phone Number

Email Address.....

Your Booking Dates: From..... **To**.....

How did you hear about us?

Number in party.....

Arrival Date.....

Departure Date.....

Total Cost.....

Deposit (30%).....

Balance Due..... (Balance due 4 weeks before arrival)

Terms and Conditions

1. On receipt of a 30% non refundable deposit. Receipt of the deposit confirms agreement to the Terms and Conditions.
2. The balance must be paid four weeks before arrival. If not received then we reserve the right to cancel the booking and re-let the cottage. Reminders for the balance payment are not issued
3. Should your booking be cancelled, for whatever reason, every effort will be made to re-let the cottage. However we reserve the right to retain the balancing payment if it is not possible to re-let and recommend that you insure against cancellation.

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4. All bookings are from 3:30 PM on the day of arrival until 10:30 AM on the day of departure.
5. Any damage or breakages in the cottage must be reported and paid for prior to departure.
6. Guests are asked to leave the cottage clean and tidy when vacating.
7. There is an absolutely no smoking policy inside the cottage.
8. Sorry, no pets are allowed.
9. The proprietors are relieved of any liability for illness or accident occurring whilst guests are staying at the cottage. This includes loss or damage to property or vehicles.
10. Guests using the pool, by arrangement, do so entirely at their own risk. No lifeguard is available and diving or jumping are strictly prohibited. The pool surround is slippery when wet and care should be taken to prevent falls. Children must be under constant supervision.
11. The proprietors reserve the right to decline accommodation requests.
12. The proprietors are entitled to reasonable access to the property.
13. To accept that should the house become unavailable or unsuitable for letting subsequent to confirmed booking, through any cause, the owner's liability will be limited to the amount of any rental paid.

I have read and agree to the terms and conditions above:

Signed.....

Date
