

# Booking Form

Holiday Home Hunter, 3 Barton Road, Woolacombe, Devon, EX34 7BA t: 01271 870067  
e: info@holidayhomehunter.co.uk w: www.holidayhomehunter.co.uk

## Leading Party Member

Surname:	First Name:	Title
Address:		
		Post Code:
Daytime Tel No:	Evening Tel No:	
Mobile:	Email:	

## Other Members of the Party

	Surname	Initials	Title	Age (if under 18)
1.	(not lead name)			
2.				
3.				
4.				
5.				
6.				
7.				
8.				
9.				
10.				

## Holiday Property Required

Total Number in Party

	Property Name	Brochure Price	Arrival Date	Departure Date	No. of Nights
1.					
2.					

## Optional Extras

(Please check property description for details and tick as required)

Extra	✓	Price	Extra	✓	Price	Extra	✓	Price	Total Extras
Cot		Free if provided	Damage Deposit (if shown in property details)			Pets (if applicable)		£20 per pet per holiday (not Seascape)	

## Deposit

(Only a deposit is required if booking more than 8 weeks (56 day) before commencement of the holiday, otherwise please forward full payment plus extras as above)

Deposit (25% of brochure price rounded up to the nearest ) plus £11 booking fee	
Or Full Payment if within 8 weeks of holiday plus £11 booking fee and any extras	

## Payment **circle applicable**

**PREFERRED METHOD IS BY ON-LINE BANKING INTO BANK ACCOUNT HSBC A/C no: 33663590 Sort Code: 40-09-13**  
(Please use surname as reference.)

I enclose cheque*/postal order/debit card/credit card/I have made a bank payment/ in respect of the Booking deposit/Full payment *Payable to Holiday Home Hunter	
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**Debit/Credit card number:** (2% surcharge applies to credit cards)

**Valid from:**                      **Exp date:**                      **Issue number:** (switch only)

**3 number ID:**

For your complete peace of mind, we highly recommend that you take out cancellation insurance, a leaflet will be sent with your confirmation receipt.

**How did you hear about Holiday Home Hunter?**.....

## Declaration

I declare that I am over 18 years of age, have read/understood and will abide by the Booking Conditions laid down by Holiday Home Hunter.

Signed: ..... Date: .....

<b>For office use only:</b>
Date received .....
Booking ID: .....

## Booking Conditions

HOLIDAY HOME HUNTER (the agents) act solely as booking agents for (the owners) of holiday accommodation let for holidays to you (the holidaymaker). Whilst every effort has been made to ensure that particulars of the accommodation offered are accurate, and will be available as arranged, we can accept no responsibility if the accommodation does not, in fact, meet with your requirements. Before making a reservation, please check that the accommodation and area you have chosen is entirely suitable for ALL members of your party. We are happy to answer any questions regarding suitability of property for your party e.g. position, steps, type of garden etc. Whilst we have affected an introduction on your behalf, your contract is with THE OWNER of the holiday accommodation. The name and address of the owner of any property can be provided if required.

## Deposits

A provisional booking can be made but only confirmed on receipt of a non-refundable deposit, being 25% of the brochure price (to the nearest pound) plus £18 booking fee and accompanied by our booking form, completed and signed by the lead name of the party, who must be over 18 years of age. When a booking is made within 8 weeks (56 days) of the arrival date, the full brochure price, £18 booking fee and any additional extras (if applicable) must be paid at the time of booking. A confirmation will be emailed and a legal contract has then been formed. There is a 2% charge on credit cards. Debit cards nil.

## Final Payment

The confirmation invoice will show the balance due including any additional costs (if applicable) and will indicate the balance due date. The full balance must be paid no later than 8 weeks prior to the start of your holiday. A receipt will be emailed and the arrival details will show the final key collection arrangements upon receipt of the final balance. There is a 2% charge on credit cards but not on debit cards if paid over the phone, no charges if card payments made online.

## Cancellation Charge

Should you have to cancel your holiday for whatever reason, we require all cancellations to be notified by telephone and confirmed in writing or by email to us at Holiday Home Hunter. Without written confirmation or email we cannot process your cancellation. On receipt of the written cancellation we will endeavour to re-let the property. If Holiday Home Hunter succeeds in re-letting the property for the whole period, a refund of the holiday cost less the non-refundable deposit will be made less the administration fee of £15. The amount refunded will reflect the price achieved at re-sale. Otherwise a cancellation charge will be payable - this will be based on the number of days before the holiday start date that the cancellation is received in the Agents' office in writing or by email. It is as specified in the table below:

Number of days before holiday start date that notification is received	Cancellation Charge (as percentage of the total cost of the holiday)
0 – 13 days	100%
14 – 27 days	75%
28 – 55 days	60%
56 days or more	Deposit

## Holiday Insurance

Your booking is a legally binding contract, and like all contracts you should protect yourself in case things go wrong. To avoid the added stress of cancellation charges and for your complete peace of mind we highly recommend that you take out holiday cancellation insurance. Details of this will be available on-line via a link from your initial confirmation receipt. Alternatively, you may choose your own cover or you may already have an annual policy. All persons named on the booking form should be covered. An adequate insurance should cover you against all travel or accommodation deposits or charges which you have paid or are contracted to pay in respect of any or part of the holiday which you are prevented from undertaking and where the appropriate premium has been paid. The insurance should cover cancellation or curtailment of your holiday due to death, injury, illness, redundancy, summons for jury service or as a court witness, your home becoming uninhabitable or you being required to assist in police enquiries. Close relatives who are not travelling, are usually also protected if you cancel your holiday due to their death, suffering severe accidental injury or a serious illness. If you have to cancel for a reason not covered by insurance, the same charges apply.

## Changing a Booking

A change of holiday accommodation after the deposit is received constitutes a cancellation. If you need to change the date, we will endeavour to do so subject to authorisation from the owner and at an administration charge.

## Administration Charges

We will make an administration charge of £15 for the following: cancellations, change of booking and left property returns (at our discretion),

## Extras

These are shown in each property description and will be charged at the rates shown. The charge will be shown on your booking confirmation invoice and is payable with the balance. Where damage deposits are charged, they will be refunded during the week after departure if no damages occurred, with the exception of the Beach House (two weeks).

## Departure and Arrival

Accommodation is available from 3pm on the day of arrival until 10am on the day of departure (unless otherwise stated). All units are furnished and equipped for the number of persons stated in each description. It is important for insurance purposes that only the people listed on the booking form can stay at the property. Any alterations should be noted and agreed by HHH and the owners prior to the stay.

## Price Changes and Alterations

The Agents reserve the right to amend any prices or details due to omissions or errors

## Payment Method

Our preferred method of payment is by bank transfer/bill payment/BACs. We also take card payments over the phone during office hours 10 till 3 weekdays only. Debit (no fee) and credit card (2% fee on credit cards) payments. Overseas holidaymakers must pay by debit/credit card only. If booking on-line we can also accept cards via a secure card capture host, BACs or you can opt to call to pay by card as above.

## Holidaymakers Agreement

Holidaymakers must agree to:

- pay for any additional costs as stated on the accommodation details.
- pay for any losses or damage (excluding reasonable wear and tear), unless the costs can be fully recovered under the owner's insurance policy. Some properties require a security/damage deposit; details will be shown in the individual descriptions.
- take good and reasonable care of the property and to leave the property and all equipment in a clean and tidy condition.
- permit the owners and agents reasonable access to the property.
- abide by and not exceed the total number of persons in the property as stated on the property details.
- report to the agent or the owner any items missing from the inventory (if provided).

## Liability

The agents accept no liability for an act, neglect or default on the part of the Owners or any other person not within their employ or otherwise under their control, nor for any damage, loss, accident, injury, expense or inconvenience, whether to person or property, which the holidaymaker or any other person may suffer or incur arising out of the letting, or is in any way connected to the letting.

## Non-Availability of Property

Should the case arise that the property, for reasons beyond our control, is not available after booking has taken place, all charges paid in full by the holidaymaker will be returned in full. The holidaymaker will have no further claim on the owner or the agent.

## Property Descriptions

All property descriptions are accurate at time of press and the agents aim to ensure that any information provided by property owners is accurately conveyed in their brochure. However, any changes will be notified to you as soon as possible after we have been made aware of the situation. We cannot be held responsible for such changes.

## Complaints and Losses

All complaints must be notified to the agents immediately so that an investigation can take place and take any action necessary. Compensation cannot be made for any complaints that are made after the holiday period has ended or where the holidaymaker has denied the owner or agent access to resolve such matters. We cannot accept responsibility for any items left behind in your accommodation after you have vacated the property, however, for the cost of postage and the administration fee of £15 (at our discretion) we will return them to you by post.

## Legalities

The 'lead party' (who must be over 18) name must take responsibility for the entire party booking. Should any of the party members not conform to any of these conditions, the owner or the agent reserve the right to enter the property and terminate the tenancy.

These booking conditions were completed on 26th July 2016.

## Restrictions for groups

Unfortunately, we cannot accept bookings from all male or female parties comprising more than three people or groups of single persons under the age of 25.

## **Further Conditions**

### **Dogs/pets**

Many of our holiday homes accept well behaved dogs but puppies are not allowed or any other pets. Dogs are not allowed on furniture or into bedrooms and all their bedding, blankets and feeding equipment should be brought. No dogs should be left un-supervised at any time in the property. Please note that even though a property may not accept pets this does not automatically guarantee that no pets have ever been there. (Some owners bring their own pets but do not allow others to bring theirs). If you or anyone in your party suffers from allergies you will need to check with us before booking. A charge of £20 per dog per holiday is required except for Seascape, 7 Pebbles Court.

### **Lost Property /Returns**

Please try to check your property thoroughly before leaving but in the event of an item being left we may post to you within the UK at a cost of £15 (at our discretion) per item to include postage and packing. We reserve the right to make a higher charge should the postage and packing exceed £5 or administration becomes particularly lengthy.

### **Arrivals and departures**

Most of our properties are cleaned between 10am and 3pm and the house keepers are aware that people can arrive any time after 3pm so the key is put in the key safe by 3pm. All but one of our properties have a key safe. Details of where they can be found and how to open them will be on the arrival details which are emailed to guests once the booking is paid in full. We text guests the key safe code on or before 3pm on arrival day so it is the guests' responsibility to let us know if they change their mobile number.

We appreciate that people often arrive early to the resort and want to get into the property but we sometimes need that time to get maintenance issues resolved and to complete cleaning. For insurance purposes the letting commences at 3pm and the key safe code will be text to guests on or just before 3pm on arrival day. Some properties have alternative arrangements, details of which will be in the arrival instruction email. At the end of the holiday our guests are asked to leave by 10am on their leaving day to allow the cleaners to start to prepare for the next guests.

### **Linens and towels, heating and hot water.**

Heating and hot water are inclusive in all our properties; there are none with coin meters. Most owners provide linen, a bath towel and hand towel per person or at least a bath towel and hand towels in each bathroom but please check on your booking confirmation. The linen details on each individual place are sent to you on your confirmation invoice. Beach towels are not provided so you will need to bring your own. Please take a look at the "What's provided" page on the "Info" drop down menu. Cot linen is never provided due to health and safety recommendations.

### **Car parking**

Information on parking will be on the web page for each property. Some have space for one car and others may have provision for more but it should state this in their properties description or on the info panel to the right of the page. A visitor space does not always mean guests have exclusive use of it for an additional car for the whole holiday. It generally means that if guests have a day visitor they can park on the premises if one of the visitor spaces is available for a few hours. You will need to call and ask for info on parking if you are bringing an additional car to the number advertised.

### **Baby equipment.**

Some properties have travel cots and some have high chairs and other items but you will need to check what is provided by calling the office unless it is shown in the written description on our website. Due to health and safety we are not allowed to provide cot bedding. If you bring or hire a stair-gate please be careful not to mark the walls when fitting them.

### **Wi-Fi.**

Most of our places have free Wi-Fi. There are still some holiday homes without Wi-Fi. However, in some areas you can find a BT Fon hot spot, it's only free if you are a BT customer by using your own password or you can pay otherwise. The BT website has lots of info under their Broadband section. Some of our places with Broadband might only have a limited free allowance before they are charged so please limit downloading and streaming unless you are sure they have an unlimited service. It must be noted that North Devon Wi-Fi reception may not be anywhere near as the reception where guests live. It can be slow and intermittent and we can't be held responsible for that.

### **Our Green Policy.**

- Please turn lights off when not in rooms
- Do not leave phone chargers plugged in and on when not in use
- Don't use washing machines for small loads
- Avoid excessive use of tumble driers, use inside & outside airers where possible
- Please recycle as much as possible
- Don't leave the heating on when out or leave
- Try to bring just one car

## **Group bookings.**

Some of the places we manage lend themselves to groups of family members or friends either by sharing a larger property or by taking several places within the same complex. We have strict rules about groups though. Unfortunately we can't accept bookings from all male or all female parties comprising more than 3 people or groups of people under the age of 25. Usually an extra damage deposit will be taken and held until after the holiday. Care must be taken to ensure that if cooking utensils are moved around between apartments that they are returned to the right place at the end of the holiday as more often the places are owned by different owners so this can cause problems.

## **Damage Deposits**

Some of our holiday home owners ask us to collect a damage deposit. This is to cover loss or damage to a property or its contents. The house keepers are asked to contact us by the Monday close of business after guests vacate if there is a need to withhold monies. It is rarely necessary to deduct money from the damage deposits as most people are very careful and respectful but it is in place to protect the owners. Occasionally there is a need to retain some of the damage deposit if a property is left in a bad state by the guests causing the house keepers a much longer clean and in turn costing the owners more. The review request email will state that to obtain the damage deposit refund guests must call on or after the Tuesday after they vacate to give sort code and account number or email.