

Cost

Property rental per price list	£
Extra sofa bed £25 per week	£
Total	£
Deposit £100 (£200 for peak periods)	£

Or

Full payment if within 8 weeks of holiday start date	£
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Cheque Payments: Please make cheques payable to Mrs Jill Gates

Bank Transfers: Details will be sent on request

Paypal: Details will be sent on request

Declaration:

I undertake to leave the property in a clean and tidy condition and agree to the booking conditions attached to this booking form. I am over 18 years of age and am signing on behalf of the whole party.

Signature _____ Date _____

Please return this form to: Jill Gates, Manor Top, Burwardsley, Chester, CH3 9PH

Thank you for your booking, we look forward to welcoming you soon

Old Manor House: Booking Conditions

1. Making a Booking: Please telephone Jill Gates (01829) 770742 or 07812 673317 or email jill.gates@oldmanorhouseclapham.co.uk to check availability. We will then hold your date for 3 days giving you time to complete the booking form and send us payment. If your holiday starts within 2 weeks of booking, we will require you to make payment by bank transfer or Paypal.

2. Confirming your Booking: A deposit of £100 (£200 for peak period bookings) is required to confirm your booking. If you are booking within 8 weeks of your holiday, payment must be made in full when confirming your holiday. Please note your holiday is not confirmed until you have received either an email or written confirmation from us and we reserve the right to refuse any booking before we have issued the written holiday confirmation form.

Your booking is made as a consumer and you agree that we will not accept liability for expenses, costs, losses, claims or other sums that relate to any business however so suffered or incurred by you. You must be over 18 years of age at the time of making your booking. **As soon as you receive the holiday confirmation form, please check it carefully. Any errors must be reported to us immediately. We cannot accept any liability to make changes if we are not notified of any inaccuracies within 10 days of it being sent to you.**

3. Balance Payment: This is due at least 8 weeks prior to the start of your holiday. Non payment of the final balance when it becomes due by more than 14 days will constitute cancellation of the holiday and forfeiture of the deposit payment.

4. Holiday Cost: The prices quoted are for 7 nights' accommodation from the start date. If the sofa bed is required there will be an additional charge of £25 per week. The price includes electric, fuel, bed linen, towels and an initial supply of coal or wood for the open fires. The prices published here are valid until production of the next brochure.

5. Breakage Deposit: A breakage deposit will be required for Christmas and New Year bookings, this rule may also apply for parties aged under 21 and single sex parties. The deposit must be paid 1 week prior to your holiday commencement (keys will not be released until cleared funds reach our bank) and will be refunded within 3 weeks of your departure provided there is no damage. Any cost of repair or replacement items will be accounted for and deducted from your deposit prior to being refunded.

6. Brochure Details: We try to ensure that information in our brochure and on our website is correct. Occasionally, problems mean some facility or service is either unavailable or restricted. We will endeavour to inform you as soon as practically possible.

7. Short Breaks: These can be arranged out of season and at short notice during the high season, please telephone to discuss.

8. Occupancy: Your holiday group must not exceed 8 (9 if the sofa bed is used). If your holiday price includes a discount for couples with pre-school age children, the number in your party must not exceed that advised at the time of your booking and included in your booking confirmation. If it does we reserve the right to refuse you access to Old Manor House or to make you leave before the end of the holiday. We will treat your holiday as cancelled by you and no refund or compensation will be payable.

9. Pets: Sorry, but we do not allow pets to stay at Old Manor House. Service dogs however will be permitted.

10. Smoking: This is not permitted anywhere within the property.

11. Travel Cot and High Chair: These are available at no extra cost, please request at the time of booking. We do not provide bed linen for the cot.

12. Key Collection: Old Manor House is available from 4pm on the day of arrival and must be vacated by 10am on your day of departure. Keys can be collected prior to this but we cannot guarantee that the property will be ready before 4pm. In some instances we may be able to bring forward the entry time or extend the departure time, however we do require advance notice and we will only be able to confirm we are able to change the times 3 days before holiday commencement. Keys must be returned to the collection point at the end of your holiday.

13. Care of the Cottage: Old Manor House is our home and we are very fond of it. Please treat the cottage with respect and leave it clean and tidy. Please notify us of any damages/breakages on or

before departure so that we can fix/replace items before the next guests arrive. Damage/breakages caused through neglect may be charged for; in this case we will contact you within 1 week of departure.

14. Complaints: We work very hard to ensure you enjoy your holiday but if there are any problems please report these to us straightaway so that any remedial action, if appropriate, can be taken.

15. Access to the Property: There will be occasions when we will require access to the property to carry out repairs, take photographs or be inspected. Whenever possible we will advise you as soon as we are aware of the date and time the access is required.

16. Cancellation, Alternative Accommodation or Changes to your Booking: In the unlikely event that we have to cancel your booking or move you out of Old Manor House, we will endeavour to find you alternative accommodation of a similar type. If this is not possible or the alternative found is not acceptable to you we will either refund all monies paid or a pro rata amount depending on the length of stay prior to departure. Compensation will not be paid for minor changes or significant changes or cancellations prior to departure.

17. If you Cancel or Change your Holiday: Deposits are non-refundable as are full balances paid within 8 weeks of holiday commencement. If you have to change the dates of your holiday we will endeavour to accommodate this, for which there will be an administration fee of £20. If you have to cancel and we can re-let the property, we will refund to you any monies paid by the new hirer less an administration fee of £20. If we are unable to re-let then all monies paid will be forfeited. If at the time of cancellation, the final balance payment remains overdue by more than 14 days, then no monies will be refunded.

18. Your Responsibilities: You are responsible for the property during your stay, this means you must keep it clean and tidy and leave the cottage and all furnishings and fittings inside and outside in a comparable state of repair and condition as at the beginning of your holiday. Breach of these conditions may result in an additional cleaning charge and /or making a claim against you as a result of any damage or loss. You are responsible for the actual costs of any breakage or damage along with additional costs that may arise caused by you or any member of your party.

You are expected to show due consideration for other people, not to abuse the property or display rude, dangerous or offensive behaviour towards us, our caretaker or other third parties. Possession of the property can be refused or you can be asked to leave before the end of the holiday. If this happens we will treat your holiday as having been cancelled by you and you will not be entitled to a refund of your holiday cost or compensation.

19. Liability: We, the owners of the property, shall have no liability for any death or personal injury unless this results from the negligence of ourselves or our employees (providing they were at the time acting in the course of their employment). You must take all necessary steps to safeguard your personal property. No liability is accepted by us in respect of damage to, or loss of, such personal property except where the damage or loss is caused by our negligence or that of our employees (providing they were at the time acting in the course of their employment).

20. Electrical and Other Appliances: In the event an appliance breaks down, it will be repaired as soon as possible. We will not pay compensation in such circumstances.

21. Disabled, Infirm and Restricted Mobility Guests: There are no washing or toilet facilities on the ground floor of Old Manor House and all bedrooms are on the first floor. If you or any of your party have restricted mobility please read our Access Statement before booking. You are responsible for ensuring the property is suitable for your needs.

22. Force Majeure: We cannot accept responsibility or pay any compensation where the performance or prompt performance of the contract is prevented or affected by reason of circumstances which amount to "force majeure". Circumstances amounting to "force majeure" include any event which we could not, even with all due care, foresee or avoid. Such circumstances include the destruction or damage of Old Manor House (which cannot reasonably be remedied to a satisfactory standard before the start of your holiday) through fire, flood, explosion, storm or other weather damage, break-in, criminal damage, riots or civil strife, industrial action, natural or nuclear disaster, fire, adverse weather conditions, war or threat of war, actual or threatened terrorist activity, epidemic and all similar situations beyond our control.

Old Manor House: Booking Form

Surname _____ Initials _____ Mr/Mrs/Miss _____

Address _____

Post Code _____

Home tel. _____

Work tel. _____

Mobile tel. _____

E-mail _____

How did you hear about Old Manor House? _____

If your party includes adults from another address please give names and addresses below (continue on another sheet if necessary)

Surname _____ Initials _____ Mr/Mrs/Miss _____

Address _____

Post Code _____

Arrival date: _____ Number of adults _____

Departure date: _____ Number of children under 18 _____

Number of nights: _____

Cot and high chair required? Yes / No

Sofa bed required? Yes / No

Bedroom "Keasden" made up as 2 singles or 1 superking? _____

Bedroom "Austwick" made up as 2 singles or 1 superking? _____