

# **Condition of Booking Conway Cottage, Rothbury, Northumberland**

**PLEASE READ THIS CAREFULLY. WHEN YOU MAKE A HOLIDAY RESERVATION REQUEST DIRECTLY WITH US (WHETHER BY EMAIL, TELEPHONE OR POST), THESE CONDITIONS ARE DEEMED TO HAVE BEEN ACCEPTED BY YOU.**

## **HOLIDAY CONFIRMATION AND PAYMENT**

1. To secure a postal, telephone or email booking a deposit of £50.00 (for one week) or £100.00 (for two weeks) by cheque is required.
2. Your reservation will be held for 7 days pending receipt of the deposit.
3. Upon receipt of the deposit you will receive an acknowledgement letter confirming your holiday dates and outstanding balance together with a receipt for the deposit paid.
4. Final payment will be due 6 weeks before the commencement date of the holiday. If the holiday is booked less than 6 weeks from the commencement of the holiday the full holiday charge will be payable on sending the booking form.
5. All payments should be made payable to Mrs S Aviston and sent to 28 Whitton View, Rothbury, Northumberland, NE65 7QN.

## **CANCELLATION**

1. If you cancel your holiday for any reason you must let us know as soon as possible in writing or by email.
2. If we are successful in re-letting the cottage for the whole period of your booking we will refund the whole of the holiday minus a handling charge of £25.00.
3. If we can only let the cottage for part of the period of your booking we will refund the monies that relate to that proportion only less the £25.00 handling charge.
4. If we are unable to re-let the cottage for the period of your booking all monies paid by you whether by deposit or final payment no refund will be given.

## **HOLIDAY PERIOD**

1. Holiday weeks normally run from Saturday to Saturday. These days may change for the Christmas and New Year breaks. See website for details.
2. Three day weekend breaks run from Friday to Monday.

## **ARRIVAL AND DEPARTURE**

1. The Cottage will be available from 3pm on Saturday afternoon for one or two week holidays and from 3pm on Friday for guests taking a 3 day weekend break.

2. Final arrangements for collection of keys will be made by the owner within 7 days of the commencement of your holiday.
3. On the day of departure the cottage should be vacated by 10.00am.

### **OCCUPANCY, REPAIR and DAMAGE**

1. Conway Cottage is a non smoking property we would therefore request all guests not to smoke inside the building.
2. Pets are not permitted.
3. Guests are asked to keep the cottage and all furniture, fixtures, fittings and equipment in the same state of repair as at the commencement of the holiday, and leave the cottage in the same state of cleanliness and general order as it is found.
4. All damages and breakages should be reported to the owner and replacement cost to be paid before departure.
5. We or our representative should be allowed access to the cottage at any reasonable time during occupancy for maintenance purposes.

All information contained in the brochure and on our website is believed to be accurate and correct. In the event of a change of circumstances regarding the cottage we will endeavour to inform you prior to your holiday at which time you would have the opportunity to review your booking.

We look forward to welcoming you to Rothbury in the near future  
Sue and Peter Aviston 01669 621750.

## Booking Form Conway Cottage, Rothbury Northumberland

Please complete this form and send to S Aviston, 28 Whitton View, Rothbury, Northumberland, NE65 7QN together with your deposit.

### Your Details

Name \_\_\_\_\_

Address \_\_\_\_\_  
\_\_\_\_\_

Postcode \_\_\_\_\_

Telephone Number: - Daytime \_\_\_\_\_ Evening \_\_\_\_\_

Email address \_\_\_\_\_

Number in Party \_\_\_\_\_ and their names are

Adults \_\_\_\_\_  
\_\_\_\_\_

Teenagers \_\_\_\_\_

Children (under 12) \_\_\_\_\_

Equipment required: Cot \_\_\_\_\_ Highchair \_\_\_\_\_

How did you here about Conway Cottage? \_\_\_\_\_

### Dates Required

From \_\_\_\_ / \_\_\_\_ / \_\_\_\_ to \_\_\_\_ / \_\_\_\_ / \_\_\_\_

### Payment Details

£

Total cost of your Holiday

Deposit (£50.00 per week)

### Total Enclosed

Please make cheques payable to Mrs S Aviston

### Declaration

I declare I am over 18 years of age and agree to the booking conditions

Signed \_\_\_\_\_ Date \_\_\_\_\_

OFFICIAL USE

Booking form received

Confirmation sent

Final payment due