

Algarve Luxury Villa

David Latham
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Web site: www.algarveLuxuryvilla.com - E-mail: enquiries@algarveLuxuryvilla.com

BOOKING FORM

Name of Property: Casa Gerardo.....

Total Price of Property: £ 20% Property Deposit Enclosed: £

Arrival Date: Departure Date:

Name of Lead Passenger:.....

Passport No:..... Address:.....

.....

..... Tel No: (Landline)

Names of Other Occupants: (age if under 16)

.....

.....

Flight Number:..... From Which Airport:.....

Time of Arrival (Faro):..... Departure Time (Faro):.....

Please enclose your cheque payable to Mr D Latham

***Please forward separate security deposit cheque (£300) with balance payment
which
will be sent back to you upon your return to the U.K.***

COMPLIMENTARY FOOD PACK ON ARRIVAL

Consists of milk, tea/coffee, sugar, salt, margarine, bread, jam, toilet roll, & washing up liquid

EXTRA SERVICES:

Cot/s (£20.00 p/w) High Chairs (£20.00 p/w) £.....

Spare Bed/s (£60.00 p/w) £..... Central Heating (£100p/w £.....

By completing this form and forwarding payment, I hereby declare that I have read, understood and accept the booking terms and conditions set out below

Signature of lead passenger Date.....

Booking Terms and Conditions

- When you are ready to make a Booking please email or telephone us to check availability, we will then send you a Booking Form which we ask you to sign, accepting our Booking Conditions, and send back with a deposit, or full balance payment. All clients must have adequate travel & personal accident insurance. If you do not have Insurance, *Algarve Luxury Villa* cannot be held responsible, or accountable, for any losses incurred during your period of stay with us. Please show the name of the insurer and policy number on the Booking Form. If the information is not available at the time of returning the Booking Form it is the client's responsibility to forward the information when it is available.
- When completing the Booking Form the names of all clients travelling must be clearly displayed (including any infants or children). It is not permissible to withhold the names of any clients travelling, and the names of every client using the accommodation must be shown. The total number of guests must not exceed the number of guests indicated on your Booking Form (unless previously agreed).
- If a cot or high chair is requested please advise us at the time of booking, there is an extra charge per week for these items, and you will be quoted a price upon request. Cot linen is not provided, all other linen and towels, except for beach towels, are provided. If you are hiring a car from us, please let us have the flight details as soon as known in order for the car to be at the airport to meet you. Without the flight numbers, the car will not be there.
- Your accommodation is reserved from 3.00 p.m. on the day of your arrival. On the morning of your day of departure we ask you to vacate by 10.00 a.m. to give the maid time to prepare the property for the next arrivals.
- All Bookings are made and accepted subject to the terms set out in these conditions, when you make a Booking a contract is made, we will confirm your Booking as soon as we receive your instructions. You must then pay the deposit, and an Invoice will be sent to you for the balance of monies owing. *If your departure is within 8 weeks of the Booking, then the total cost will be due for payment at the time of Booking.*

- There is a 'Security Deposit' added to your Confirmation Invoice, and payable with your Balance Payment **8 weeks** before travel. The 'Security Deposit' will be sent back to you approximately 3 weeks after your return if there is no damage to the property. *Your Balance Payment will be banked as soon as we receive the payment and the Security Deposit (if sent as a separate cheque) will be banked approximately 3 weeks before you are due to arrive. You should not expect to receive a reminder about this transaction, so please make sure that there are sufficient funds in your Account to cover this cheque. By contract, we cannot finalise arrangements with clients until we have received cleared funds for both Balance Payment and Security Deposit Payment.*

- It is the 'lead passengers' responsibility to keep *Algarve Luxury Villa* updated on all contact details. If there is a change of postal address, or email address, then *Algarve Luxury Villa* cannot be held responsible if information is not received, or if correspondence (such as the return of a Security Deposit cheque) is misplaced.
- The renter agrees to pay the owner for the cost of repairing or replacing (Owner's choice) any item of property, or contents at the Villa/Apartment, which is damaged due to negligence or wilful default of the renter during the Renter's occupation. The person in whose name the Booking is made acts on behalf of all other persons named, and becomes responsible to us for all payments in respect of the Booking. Your reservation will be confirmed upon payment of a deposit. We allow 7 days from confirmation of the Booking for monies to reach us, the balance must be received by us at least 8 weeks before departure date or the Booking may be deemed as cancelled and deposit forfeit. Please note that you will not receive a reminder that final payment is due.
- The Deposit Payment required to confirm the Booking is non-returnable.
- If you are making payment by electronic transfer from outside of the UK, or intend to pay by Sterling cheque **not** drawn on a UK bank, then we make an additional administration charge of £12.00 per transfer/cheque. Please note that you will also have to add the cost of any bank charges made by your own bank to the amount due to *Algarve Luxury Villa* and for that reason you may elect to transfer all of the payments in one go.
- When making a Booking, it is the Lead Passengers responsibility to make sure that the property has adequate sleeping accommodation. Each property advertised has a maximum number of guests allowed and any extra guests that *Algarve Luxury Villa* was not notified of – or agreed to – will be subject to expulsion from the Property.

The Lead Passenger agrees to leave the accommodation in the condition in which he or she found it upon their day of arrival. If the accommodation is not left in such condition *Algarve Luxury Villa* reserves the right to make a deduction from the Security Deposit to cover the cost of any extra cleaning. If upon arrival the Lead Passenger feels that the accommodation is not in a suitably tidy and clean state then the Lead Passenger, and the Lead Passenger only, can request that the Villa Manager inspect the accommodation in order to determine a satisfactory condition.

- This contract is made on the terms of these Booking Conditions, which are governed by English law and both parties shall submit to the jurisdiction of the English courts.
- Electricity, water & other utility supplies are not as efficient in Portugal as they are in the U.K., or elsewhere in the World, and are often erratic or subject to breakdown. *Algarve Luxury Villa* cannot be held responsible for any inconvenience or damage suffered due to a general failure of these utility supplies. Low rainfall may result in an acute shortage of water as it does at home. Dogs barking, cockerels crowing and mosquitoes are all a part of the Portuguese way of life and are unfortunately unavoidable, take them in your stride and enjoy your holiday.
- It is forbidden to make any amendments to the Booking Form. Dates cannot be altered by the recipient, and in no case will a Booking Form altered by the recipient be accepted by *Algarve Luxury Villa*. In cases where details are not correct, or where details on the Booking Form do not reflect the Holiday Rental period required by the Booking Group, then the Lead Passenger must request a new Booking Form with the amended details. This also applies to the 'Confirmation Invoice' issued when the Deposit Payment has been received. Any costs incurred by the Booking Group due to alterations being made to the Booking Form (such as flights for dates other than those shown on the Booking Form; deposits made for Reserved dates which the Group now considers cannot be used) cannot and will not be met by *Algarve Luxury Villa*. *Algarve Luxury Villa* accepts only Bookings as shown on the Booking Form produced by ourselves
- Failure or unwillingness to make the 'Balance Payment' on the required date (for any reason whatsoever, either personal, or for reasons of any change of circumstances whatsoever) will result in the Deposit Payment (and any other monies so far paid to *Algarve Luxury Villa*) being forfeit.
- By Signing and returning the Booking Form, the Lead Passenger is agreeing, on behalf of the Party that this passenger represents, to the Terms & Conditions set out in this Document. The Booking and payment obligations are made with the Lead Passenger and as such, this is the only member of the Booking Group that *Algarve Luxury Villa* will deal with in the case of any disputes.