# FORDS FARM, EWELME - BED AND BREAKFAST

# TERMS AND CONDITIONS

Thank you for choosing to stay at Fords Farm.

Please take your time to read carefully through the Terms and Conditions in order that you understand the Contract you will be entering into if you decide to confirm a booking.

#### **Terms and Conditions**

On receipt of your deposit you are confirming that you have read and agree to these Terms and Conditions and that they form a Contract between you, the Guest and me, the Owner.

#### The Contract

The Contract between you, the Guest and me, the Owner is entered into at the time the booking deposit is received.

I look forward to welcoming you on your arrival.

# 1 Booking Procedure

#### **Provisional Booking**

A provisional booking can be made on-line, by email, phone or in writing, but the booking will only become secure on receipt of the necessary deposit and completed Booking Form.

#### **Confirmed Booking**

To confirm your booking, please complete and return the Booking Form together with a cheque for the deposit within one week of making the provisional booking.

The Booking Form is available to print off on the Terms and Conditions page of the website.

Please advise if you do not have the possibility of printing out the form and we one will be forwarded it to you by post.

#### The Booking Form

The Booking Form must be completed and signed by the person responsible for making the booking on behalf of him/herself and his/her friends/family who will be staying at Fords Farm.

The details of all those staying should be included on the Booking Form.

Only those named on the Booking Form will be permitted to stay on the premises.

The Booking Form must be sent with the deposit.

For bookings taken within 7 days of of you stay, we ask that you email us the Booking Form by email to secure the booking.

(Please note that proof of identification must be presented on arrival at Fords Farm).

## 2 Deposit and Payment

A deposit of £35.00 is required to confirm your booking.

The date on which the deposit is received is deemed the date on which a Contract is formed between you the Guest and me the owner and you will become liable for the full cost of the stay should you not advise of your cancellation at least 7 days prior to your stay.

The balance of the payment is due on arrival.

Where bookings are taken within 7 days of your stay you will be liable for the entire cost of your stay should you not advise of your cancellation.

#### The deposit/payment should be sent by:

\* post to "Fords Farm" and sent to Fords Farm, Ewelme, Wallingford, Oxon, OX10 6HU

Please note that all deposits are non-refundable.

# Cancellation Policy

All deposits are non refundable, however....

if you are unable to fulfil your commitment to the Contract and you advise us, 7 days or more before your stay, you will not be liable to pay the total balance. We recommend that you take out your own cancellation insurance to cover the cost of your accommodation should you be unable to stay for reasons beyond your control.

if I am are unable to fulfil the commitment to the Contract. I will only cancel for reasons beyond our control. In such a case I will offer you alternative accommodation and if this is not acceptable we will refund you any monies paid.

#### Arrival/Departure

#### Arrival

Please confirm an approximate time of arrival on booking and if this changes please telephone us ideally by the day before your arrival to advise of the change.

I prefer guests to arrive after 5pm, but alternative arrangements can be made .

Proof of identification which matches the information provided on the Booking in Form must be presented on arrival.

Only those listed on the Booking in Form will be permitted to stay at Fords Farm.

#### Departure

All rooms to be vacated by 10am so that they can be cleaned for incoming guests.

Our rooms are thoroughly cleaned and inspected between guests and should be left in the same condition on departure.

A full inspection of each room will be made after your departure.

### Damage/Refundable Damage Retainer

Guests are expected to take reasonable and proper care of the premises and its furniture and fittings.

A charge is not normally made for minor breakages, however, in entering the Contract the Guest is agreeing to pay for any damage to the property which could have been avoided.

A Refundable Damage Retainer may be requested to cover any damage done during your stay. This retainer will be returned to you in full at the end of your stay if no damage has been caused.

We would appreciate it if any damage is reported as soon as possible. Where damage is found after your departure and no damage retainer was requested, an invoice will be forwarded to you for the cost of any repairs or replacements.

### Pets

Pets are not welcome to stay in our premises, but may remain in your car over night.

### **Bedding/Towel Changes**

Towels and bedding are changed on a weekly basis unless otherwise necessary.

# Laundry Facilities

We do not have laundry facilities for our Bed and Breakfast quests

### Room Inspections

We inspect the rooms each day when making beds, checking towels and providing clean crockery for tea and coffee.

# Pricing

Our prices are laid out on-line on our Prices page. All prices are inclusive of VAT and a Full English Breakfast.

# Insurance

Fords Farm holds the necessary public liability insurance.

We do not however, accept responsibility for damage, loss or injury to you or any member of your group or your or their personal belongings or vehicles. You should arrange your own holiday cover to cover such an event.

## Data

Please note that any data gathered may be held on computer.

## Smoking

Smoking is not permitted in any part of our premises.

#### Parking

Guests should park in parking area provided and not on the public road outside our property. Should it be necessary to use the public road due to unavailability of a space, please be careful not to block our neighbours driveways.

# **PRICES**

# Bed and Breakfast

Per Room per Night (inc VAT)

Double Occupancy in a Double or Twin Room

£70 - £75

Single Occupancy in a Double or Twin Room

£50 - £65

Prices quoted for Bed and Breakfast include a Full English Breakfast and VAT