

# SELF CATERING COTTAGES AT FORDS FARM, EWELME

## TERMS AND CONDITIONS

Thank you for choosing to stay here at Fords Farm, Ewelme.

Please take the 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.

The cottages are let as holiday/short stay accommodation and do not create a landlord and tenant relationship within the meaning of the Rents Acts.

### 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 Hirer and me, the Owner.

### The Contract

The Contract between you, the Hirer and me, the Owner for the hire of either or both of the Self Catering Cottages, is entered into at the time the booking deposit is paid.

We 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.

### 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 me if you do not have the possibility of printing out the form and it will be forwarded 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.

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

## 2 Deposit and Payment

A deposit of 50% is required to confirm your booking.

On paying the deposit you, the Hirer enter into a Contract of hire with me and will become liable for the full cost of hire.

The Balance of the payment is due within 28 days of your stay.

Where bookings are taken within 28 days of your stay, full payment must be made immediately.

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

\* post to "M C Edwards" and sent to Fords Farm, Ewelme, Oxon, OX10 6HU

\* by bank transfer (please request the necessary details.)

Please note that all deposits are non-refundable and that credit cards are not permitted

## 3 Cancellation Policy

### **All deposits are non refundable however...**

If you are unable to fulfil your commitment to the Contract and you advise 7 days or more before your arrival date and I am in turn able to rehire the cottage we will refund you up to 50% of the payment made.

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 unable to fulfil the commitment to this 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 a refund will be made to you.

- 4 **Arrival/Departure**  
Arrival  
Please confirm an approximate time of arrival on booking and if this changes please telephone ideally by the day before your arrival to advise of the change.  
It is preferred that guests to arrive after 4pm 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.  
A key will be given to guests on arrival.
- Departure  
We expect guests to vacate rooms/cottages by 10am in order that they can be prepared for incoming guests.  
The cottages are thoroughly cleaned between lettings and should be left in the same condition on departure.  
A full inspection of the cottage will be made on departure.  
The key must be returned on departure.
- 5 **Damage/Refundable Damage Retainer**  
Guests are expected to take reasonable and proper care of the premises and its furniture and fittings.  
You will not normally be charged for minor breakages however, in entering the Contract the Hirer is agreeing to pay for any damage to the property which could have been avoided.  
It would be appreciated if any damage is reported as soon as possible. Where damage is found after your departure and no damage deposit was taken, an invoice for the cost of any repairs or replacements will be forwarded to you.
- I reserve the right to request payment of a Damage Retainer 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.
- 6 **Children**  
No children under the age of 8 years old.
- 7 **Pets**  
Pets are not welcome to stay in the cottages but may remain in your car over night.
- 8 **Bedding/Towel Changes**  
Towels and bedding are changed on a weekly basis.
- 9 **Laundry Facilities**  
Both cottages have washing/drier machines and ironing facilities for you to take care of your own laundry during your stay.
- 10 **Cottage Inspections**  
If you are hiring one of the cottages for a period of longer than one week, the cottage will be inspected on a weekly basis.  
We do however reserve the right to enter the cottage at any time should it be necessary.
- 11 **Pricing**  
Prices are laid out on-line on the Prices page. All prices are inclusive of VAT.
- 12 **Electricity**  
The cost of electricity is included in the prices. I do however ask that you take care not to use electricity unnecessarily e.g. by leaving it on at night or whilst you are not at the premises.
- 13 **Insurance**  
Fords Farm holds the necessary public liability insurance.  
I do not however, accept responsibility for damage, loss or injury of 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.
- 14 **Data**  
Please note that any data gathered may be held on computer.
- 15 **Smoking**  
Smoking is not permitted in any part of our premises.
- 16 **Parking**  
Guests cars where possible should be parked undercover in the garage space allocated to you. Please be careful not to obstruct the entrance to the neighbouring property.
- 17 **Candles**  
We do not allow candles in our premises because of the risk of fire.