

## Booking Form for Speke's Valley Cottages and Gorvin Farm Cottages

<b>Name of Cottage:</b>		
<b>Holiday dates</b>	From	
	To	
<b>Customer Details</b>	Mr/Mrs/Ms	
	Address	
	Postcode	
<b>Telephone</b>	Daytime	
	Evening	
<b>Party Details</b>	Adults	
	Children	
	Infants	
	Pets	
	Cot required	
	High Chair required	
<b>Booking Notes</b> (please list any special occasion or specific requirements)		
<b>Payment details</b>	Cottage Rental (please refer to availability pages)	£.....
	Pets (each pet £20 per week or short break)	£.....
	Total Payment required	£.....
	Less deposit*	£.....
	<b>50% balance</b> due 6 weeks before holiday	<b>£.....</b>
	<b>50% balance due on arrival</b>	<b>£.....</b>

\*£25 per short break and £50 per booked week. Your deposit is a non refundable administration charge in the event of cancellation.

If you bank online and wish to pay electronically please contact me for my bank details.  
 Please return your completed booking form to: Sue Heywood, East Milford, Hartland, Bideford, EX39 6EA.  
 You will be sent a booking confirmation by return. On receipt of your 6 week payment I will send full directions.

[www.spekesvalley.co.uk](http://www.spekesvalley.co.uk)

Phone or fax 01237 441268 [sue@spekesvalley.co.uk](mailto:sue@spekesvalley.co.uk) 07833996343

# Booking Form for Speke's Valley Cottages and Gorvin Farm Cottages

## Booking Conditions - Keep for reference

**1. Payment** The 2<sup>nd</sup> payment is due 6 weeks prior to the arrival date and the balance on arrival (if paying by cheque supported by an appropriate cheque guarantee card). Non payment by the due date will be treated as cancellation.

**2. Cancellation** In the event of cancellation, please advise us immediately. We will attempt to re-let the property and return your payment, less the non refundable deposit. If we are unable to re-let all monies will be forfeited. Please ensure you have appropriate holiday insurance.

**3. Arrival and Departure** Your cottage will be available from 3.00pm. Please vacate your cottage by 10.00am on the day of departure.

**4. Guest numbers** The number of people occupying a cottage must not exceed the maximum number stated for the cottage.

**5. Cleaning, Damage, Breakages** the cottages should be left clean and in the same good condition as found. Any breakages should be reported and we reserve the right to charge for any non-trivial damage.

**6. Pets** Well behaved pets and their responsible owners are welcome in this cottage. Please be a responsible dog owner and take note of the booking conditions when bringing a pet:

1. Please do not allow your pet on the furniture.
2. Please exercise your pet outside the garden, should this not be possible, always clean up after it.
3. Please remove pet hairs from carpets and floors before you leave the cottage.
4. Please don't leave your pet unattended in the cottage.
5. Please do not allow pet upstairs or in the bedrooms.
6. If any extra cleaning is required either on furniture or fittings, to cover extra costs, a minimum £25 levy may be charged.

**7.** In the unlikely event of your cottage being unavailable for reasons beyond our control, e.g. fire damage, we will endeavour to find similar alternative accommodation or give a complete refund. No further liability will be accepted.