

**BOOKING FORM**

TO: MRS A. VITIELLO, 1 Larne Place, Killarney Heights, NSW, Australia  
TEL. & FAX +61 (0) 2 9975 4503 noting time difference to Australia for voice calls;  
Text message (SMS) +44 (0) 7887687733  
e-mail info@smithy-cottage.com  
[www.smithy-cottage.com](http://www.smithy-cottage.com)

LEAD BOOKING NAME:.....

POSTAL ADDRESS:  
.....

E-MAIL, important as we will communicate principally via e mail.....

TEL. (HOME).....

TEL. (DAY/WORK).....

FAX.....

**ARRIVAL DATE SATURDAY (3pm)**.....

**DEPARTURE DATE SATURDAY (10am)**.....

NAMES OF ALL PERSONS IN PARTY – please state ages if under 18 –  
.....  
.....

EXTRAS / SPECIAL REQUESTS – *not guaranteed but we will do our best to meet these* –  
.....  
.....

PRICE OF COTTAGE per week. £.....

DEPOSIT ENCLOSED (if booking more than 56 days in advance) £.....

Balance Due 56 Days Prior To Arrival is £.....

**OR – FULL PAYMENT ENCLOSED** (if less than 56 days in advance) £.....

**METHOD OF PAYMENT:** in £ Sterling please; cheques payable to “Mrs Anna Vitiello” or payment via Pay Pal. If paying by Pay Pal an admin charge of 4% will be added to cover Pay Pal charges and I will e-mail details of how to pay. NOTE Pay Pal facility is only available if you supply a valid e -mail address.

**ACCEPTANCE:** - I have read and understood the booking conditions printed on the reverse of this form and the pricing schedule on behalf of all persons in my party. I agree to pay both the deposit and balance due no later than six weeks prior to the arrival date, plus the cost of any extras requested (e.g. additional heating, logs, milk etc) not later than 10am on the departure date.

**SIGNED** .....  
( MUST be over the age of 18, please state if booking for a minor or signing for someone else)

NAME IN BLOCK CAPITALS.....DATE.....

HOW DID YOU HEAR ABOUT US?.....

## BOOKING CONDITIONS

*Please read this Booking Form, Brochure and Pricing Schedules carefully as their terms are incorporated into these conditions, if you would like any clarification please do not hesitate to contact me.*

### CONTRACT:

1. The contract is between the lead guest and Mrs. A Vitiello ("the Owner").
2. To request a booking, please complete the Booking Form and return it with your payment.
3. The contract shall be entered into when the Owner has accepted your booking by sending a written "Confirmation of Booking" to the lead guest.
4. NOTE the cottage has one bedroom and is therefore suitable for two people. A third person is welcome (at an additional charge) and a sofa bed is provided in the lounge for this purpose.  
PLEASE NOTE: that no more than 3 people will be accepted to stay in the cottage at the same time. The Owner reserves the right to refuse to issue the keys if more than the booked number of guests arrive to stay in the cottage.

### ARRANGEMENTS FOR PAYMENT:

5. Please see booking form for methods of payment.
6. We request the weekly rental price to be paid in advance as follows:
  - i. if the Booking Form is sent 56 or more days prior to your arrival date, a non - refundable deposit of £50 per week must accompany it, and the balance paid not less than 56 days prior to your arrival date. Non payment of this balance shall be construed as a cancellation of the contract (payment reminders will not be sent by the Owner);
  - ii. if you book less than eight weeks (i.e. 56 clear days) prior to your arrival date, the total payment should be enclosed with the booking form.

### COSTS FOR WHICH GUESTS ARE LIABLE:

7. Guests shall pay the weekly rental price and for extras requested e.g. logs, kindling, and milk. A list of prices is available on request.
8. The weekly rental is based on two sharing the cottage; an extra guest will be charged £20 per week or part week
9. One well-behaved pet is acceptable with prior notification to the Owner. For guests bringing a pet an extra £25 per week or part week shall be paid to the Owner.
  - i. PLEASE NOTE: the Owner reserves the right to refuse to issue the keys if guests arrive to stay in the cottage with a pet which has not been pre notified or with more than one pet.
10. Electricity and gas for central heating and cooking are included in the weekly rental price. From 1<sup>st</sup> October to 30<sup>th</sup> April the heating will be on from 7:00am to 11:00 noon and 4:00pm to 11.00pm. The central heating is turned off at all other times unless requested by the guest, for which an additional charge will be applied at the rate of £5 per day or part day.
11. The lead guest shall notify the Owner of any damage to the cottage its fixtures, fittings and contents or to any other property of the Owner and shall pay for replacement, repair and / or cleaning costs of same prior to departure.

### CANCELLATION: **\*Guests are very strongly advised to obtain holiday cancellation insurance\***

12. A cancellation made by a guest for whatever reason shall be in writing and addressed to Mrs. A. Vitiello at the above address. On receipt, she will try to re-let the cottage for the period of the booking. If she succeeds she will return all money that has been paid less an administration charge of £15. However, if unable to let the cottage then all monies paid by the guest shall be forfeited to Mrs. Vitiello.

### OTHER MATTERS:

13. Only the persons named on the Booking Form shall be occupying the cottage.
14. Lets are from 3pm on the date of arrival to 10am on the day of departure.
15. Smoking is not allowed in the cottage.
16. Guests shall take all reasonable care of the cottage, the furniture, fixtures and fittings and effects leaving them in the same state of repair, condition and cleanliness at the end of the rental period as at the beginning. On departure, all items should be in the same place as when guests arrived
17. The Owner reserve the right at any time to:-
  - i. Decline accommodation to and to order any person off the premises
  - ii. Enter and inspect the premises and to carry out repairs (but will try to do so when convenient to guests).
18. The rentals are for holiday purposes only and the Housing Act 1988 does not apply.