

# Booking Form ~ Beechwood House

## Organiser's Contact Details

Name:

Address:

Post/zip code:  Country:

Mobile:   
Landline:

Email:

The above details will be used for all contact & correspondence

## Party Details

Title	First Name	Surname	Age	Title	First Name	Surname	Age
1.				6.			
2.				7.			
3.				8.			
4.				9.			
5.				10.			
Number of Infants under 2 years:		<input type="text"/>		11.			

Extra person by prior agreement only

## Booking Details

Arrival Date:  DAY/MONTH/YEAR  
Departure Date:  DAY/MONTH/YEAR  
Number of nights:  Purpose of rental:

## Other Services &/or Special Requests:

## Rental Charges & Payment

For correct rental cost, please refer to [www.beechwoodhouse-cambridge.co.uk/availability.html](http://www.beechwoodhouse-cambridge.co.uk/availability.html)

Total rental cost for period booked  £

Confirmation Deposit of 30%  £  
(100% if booking within six weeks of arrival)

Final balance due six weeks before arrival  £  
including refundable £500 security/damage deposit

## Acceptance

I agree on behalf of all those listed above to the terms and conditions sent with this booking form.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Party Leader

Please return completed form by email to: [main@beechwoodhouse-cambridge.co.uk](mailto:main@beechwoodhouse-cambridge.co.uk)  
Or by post to: Beechwood House, 5 Doggetts Lane, Fulbourn, Cambridge, CB21 5BT, UK

## **Booking Conditions**

### **1. CONTRACT**

A Contract for a short-term let will be entered into when the owner of Beechwood House issues a confirmation invoice following receipt of payment of the rental deposit. Guests should check their confirmation invoices carefully. The Contract will be subject to all of these Booking Conditions.

### **2. PAYMENT**

2.1 Deposit. A deposit of 30% of the total rent is payable to reserve specified dates to stay at the Property.

2.2 Balance. The remaining 70% of the total rent becomes payable six weeks before the start of the let. Should a booking be made within six weeks of the start of the let, the full rental amount (deposit and balance) must be paid.

2.3 Damage Deposit. A cautionary Damage Deposit payment of £500 is required with your final balance payment. The Damage Deposit will be refunded in full within 14 days of your departure from the Property if the Property is left in a satisfactory condition and all invoices have been paid. The Guest hereby agrees to give the owner of Beechwood House authorization to deduct from the Damage Deposit an amount that the owner considers appropriate in the event that the Guest or anyone in their group staying at the Property causes either excessive damage or incurs a need for extra cleaning or leaves the Property without settling invoices for additional services or supplies received during their stay.

2.4 Payment Method. All payments must be made directly to the owner by electronic transfer or cheque. Beneficiary Mr J. Main. Barclays Bank plc – Cambridge. Sort Code: 20 50 21 Account Number: 10799963

For international payments: SWIFTBIC: BARCGB22 IBAN: GB87 BARC 2050 2110 7999 63

### **3. CANCELLATION**

Any cancellation made by the Guest for whatever reason shall be in writing addressed to Beechwood House, 5 Doggetts Lane, Fulbourn, Cambridge, CB21 5BT as set out at the top of the booking form. Upon receipt of the notice of cancellation, the owner will seek to re-let the Property for the period of the booking. If the owner succeeds in re-letting the Property for the whole or part of the period booked it shall refund an amount equal to the money paid or the pro-rata amount for partial re-bookings less a £50 administration/cancellation charge. If the owner is unable to re-let the Property at all, then all monies paid by the Guest shall be forfeited to the owner. The owner strongly recommends Guests take out cancellation insurance.

### **4. PERIOD OF HIRE**

Rentals commence, unless otherwise notified, at 4.00pm on the day of arrival and terminate at 10.00am on the day of departure.

### **5. USE OF THE PROPERTY**

The number of Guests occupying a Property must not exceed the maximum number stipulated in the Property description. The Property will be used for personal, domestic purposes only and cannot be sub-let to third parties. The Property shall not be used for any commercial purposes without the prior consent of the owner, and the owner reserves the right to refuse entry to the entire Guest party if this condition is not observed. Beechwood House is NOT a party/wedding venue and the erection of tents or a marquee is strictly forbidden.

### **6. COMPLAINTS**

Should there be any cause for complaint by the Guest during the occupation of the Property, the Guest must notify the owner promptly of such complaint, and in the case of serious problems, notification must be confirmed in writing. If you fail to follow this procedure there will be less opportunity to investigate and rectify your complaint. The amount of compensation you may be entitled to may be reduced or you may not receive any compensation at all depending upon the circumstances. If you feel the problem has not been dealt with satisfactorily, during the let you should put it in writing within 14 days of your departure. All correspondence must be written by the Guest in whose name the booking appears on the booking form detailing the full nature of the complaint.

### **7. CARE OF THE PROPERTY**

Guests shall take all reasonable and proper care of the Property, its furniture, pictures, fittings and effects in or on the Property, and shall leave them in the same state of repair and in the same clean and tidy condition at the end of the let as at the beginning. In accordance with Clause 2.3, the owner reserves the right to charge the Guest for any additional costs it or the Owner has incurred as a result of the Guest's stay.

### **8. PETS**

No pets are permitted.

### **9. LIABILITY**

If the Property becomes unavailable or unusable for an unforeseen reason prior to the date of booking, then the owner will:

- (1) use its best efforts to find an alternative property or failing which;
- (2) reimburse the Guest any monies paid.

### **10. RIGHT OF ENTRY**

The owner or a person authorised by the owner shall be allowed the right of entry to the Property at all reasonable times for the purposes of inspection or to carry out any necessary repairs or maintenance during the term of the let.

### **11. TERMINATION**

The Owner, or any person acting on behalf of the owner, reserve the right to terminate the Contract and require, without refund, the immediate departure of all persons from the property in the event of a serious breach of the terms of the Contract and, for greater certainty, these Booking Conditions. The breach may include but is not limited to any of the following events:

- a) serious damage to the Property which may exceed the damage deposit;
- b) a criminal or illegal act;
- c) unreasonable or abusive behaviour; or
- d) excessive noise which could adversely affect the rights of the Owner to be able to continue to operate the Property for short lettings or involve authorities or police in any form of complaint investigation.

### **12. RESTRICTIONS**

The owner will not accept under any circumstances (unless by prior written agreement) 'Stag' /all male groups, nor "party" events involving guests other than the people booked into the property.