

BOOKING FORM

for Citrus Grove Villa, 829 Dolcetto Drive, Davenport, FL 33897

Please print out this form and complete in full, sign and return with the required payment to the address shown at the end of the form

YOUR DETAILS

NAME: _____

ADDRESS: _____

EVENING TEL: _____ DAYTIME TEL: _____

MOBILE TEL NO: _____ FAX: _____

EMAIL _____

YOUR PARTY (Max 12 - with up to 2 infants in cots (one cot available F.O.C) or 2 children on folding beds supplied by us)

TITLE	INITIALS	SURNAME	Date of Birth (if under 18)

DATES: Arrival from 4pm/Departure by 11am DD/MM/YY & Day of Week

ARRIVAL DATE: _____

DEPART DATE: _____

POOL/SPA HEATING REQUIRED (at agreed rates): YES NO

(Recommended Nov to Apr)

PAYMENT & BOOKING CHARGES

Please complete as appropriate:

TOTAL AGREED RENTAL PRICE (Incl. Pool Heating) £/\$ _____

a) Bookings with more than 8 Weeks to Departure

TOTAL DEPOSIT (20% of above Rental) £/\$ _____

BALANCE DUE (at 8 Weeks) £/\$ _____

b) Bookings with less than 8 Weeks to Departure

TOTAL DUE NOW £/\$ _____

Payment Options:

- a) If you wish to wire/electronically transfer funds, please contact us and we will provide the details that you require.
- b) If you wish to pay by credit card*, please contact us and we will advise how secure payment can be made via Paypal. *A credit card processing fee of 3.5% will be added to this amount.
- c) Cheques can be accepted – made payable to Mr M.J.AMESS

LATE CHECK-OUTS

Our standard check-out time is 11am on the day of departure. This must be strictly adhered to so that we can have the house fully cleaned and ready for guests should they be arriving on the same day. However, should we not have new guests arriving the same day then a 'late check-out' is available – allowing you to stay in the villa on your departure day until you need to leave for the airport/journey home. This is free of charge.

NB – This is only available upon request in advance of your arrival – and we reserve the right to cancel the late check-out at any time should we subsequently receive a booking that requires the villa to be available the same day that you depart – even at short notice.

Security Deposit:

UK guests - £300. Overseas guests \$400 (USD)

The above security deposit Security Deposit will be due at 2 Weeks prior to departure (for our guests outside the UK we may require this earlier to allow your funds to clear in sufficient time). Upon receipt & clearing of this payment we will issue you all the necessary details on accessing the villa etc. This will be via email and some items will be posted to your address.

At the end of your vacation - as soon as our management company confirm after your stay that everything is in order then this amount will be return, via cheque/check or other agreed method. Please check our Terms & Conditions below for more information relating to this deposit. For Sat-Nav users the deposit will not be returned until the unit is received back to us here.

TRAVEL INSURANCE

It is recommended that all guests booking Citrus Grove Villa ensure that they take out adequate travel/medical/personal insurance at the time of booking.

How Did You Find our Villa?

To help us plan our advertising accordingly – it would be really useful if you could confirm how you first saw our villa. Please tick/highlight one of the options below:

Please State: _____

TERMS & CONDITIONS

For the purposes of these Terms and Conditions the following terms shall be deemed to mean:

The Property

829 Dolcetto Drive, Davenport, FL 33897

The Owners

Mr & Mrs M Amess of 1 Pleyden Rise, Bexhill-on-Sea, East Sussex, England, TN39 4QZ

The Client

The lead name and signatory on the Booking Form as well as all named guests on said Booking Form.

The signing of these Terms and Conditions constitutes acceptance of such by The Client and warrants that he/she is authorised to accept them on behalf of all other names detailed on the Booking Form.

1. A deposit of 20% of the total cost of the booking is payable at the time of booking. Until the owners receive the deposit and the funds have cleared then the owners reserve the right to offer the dates requested by the client to another interested party. The balance of the total rental cost is payable **eight weeks** prior to departure. Bookings within eight weeks of departure require **full payment** at the time of booking.
2. Credit card payments attract a 3.5% supplement.
3. A conditional refundable security deposit (amounts detailed above and confirmed on your confirmation letter) payable with the final balance payment. This will be refunded in full after confirmation from our management agents that no untoward loss or damage has occurred during the use of The Property, its equipment and its contents by the The Client or other parties named on the Booking Form. The amount of the security deposit does not limit The Client's liability, and if any loss or damage is caused to The Property, its equipment or contents which exceeds the value of the security deposit, The Client will be held accountable for any costs incurred to put right the damage or loss.
4. If the final payment is not paid eight weeks prior to departure The Owners reserve the right to cancel the booking, although 7 days notice of such cancellation will be provided to give The Client to rectify matters. In the event of such cancellation, any deposit paid will be forfeited.
5. All vehicles must be parked in the garage or on the driveway of The Property. It is not permitted to leave vehicles in the roadway.
6. The Owners accept no responsibility for, and shall not be held liable, for loss of or changes to the booking that are a consequence of force majeure events; eg strikes, floods, fires, airport closures, weather or any other event beyond their direct control.
7. It is the responsibility of The Client to adhere to the pool safety guidelines detailed at The Property and to ensure proper use of the safety equipment provided. Notwithstanding this, The Owners accept no liability for injuries caused as a result of using The Property's swimming pool.
8. The Owners will make every effort to ensure that all the advertised equipment and facilities of The Property are available for use throughout The Client's stay. However, in the unlikely event of the withdrawal or malfunction of any facility or item of equipment, The Owners can accept no liability for such.
9. The Property is booked exclusively for the use of the persons named on the Booking Form. No other persons may use The Property without the prior written confirmation of The Owners.

10. The Client agrees to treat The Property, its equipment and its contents with due care and attention and shall leave The Property in a reasonable state of cleanliness, with all furniture in the same position as found upon arrival.
11. If The Client makes use of the barbecue, this shall be cleaned in accord with the instructions provided. Failure to leave the barbecue as found will result in a deduction of £50.00 / \$90.00 from the security deposit.
12. The Owners shall not be held liable for the loss or interruption of mains services such as gas, water, electricity, water or drainage.
13. The Owners cannot accept any responsibility for loss of, damage to or theft of The Clients' property or belongings whilst in The Property. The Client is responsible for personal medical, travel and 'all risks' insurance.
14. No pets are permitted in The Property. Failure to comply with this condition will result in the forfeiture of the entire security deposit.
15. No smoking is permitted within The Property or the pool area. Failure to comply with this condition will result in the forfeiture of the entire security deposit.
16. In the unlikely event that, due to circumstances beyond their control, The Owners have to cancel the booking, The Owners will only be liable to refund in full monies already paid by The Client.
17. The Owners reserve the right to refuse acceptance of any booking at any time at their discretion, and reserve the right to cancel a booking at any time if all the terms and conditions of the booking are not fulfilled.
18. The Property will be available from 4pm on the day of scheduled arrival and must be vacated by 11am on the day of departure, unless agreed otherwise in writing with The Owners.
19. Throughout these Terms and Conditions the singular shall mean the plural, and masculine the feminine, and all agreements shall be construed as joint and several.
20. These Terms and Conditions and the booking itself shall be governed by English law.
21. In the event that The Client wishes to or requires to cancel the booking, such cancellation must be in writing. The following cancellation charges, based on scheduled arrival date, shall apply to any cancellation made by The Client, notwithstanding that if The Owners can secure a direct replacement booking, the relevant cancellation charges shall be refunded to The Client:

More than 56 days: the booking deposit
 Between 28 and 56 days: 50% of the total rental cost
 Less than 28 days: 100% of the total rental cost

I have read the Booking Conditions and, by signing this form, I agree to be bound by them.

SIGNED:	
PRINT NAME:	
DATE:	

Please return this completed form to:

**Mr M.J. Amess, 1 Pleyden Rise, Bexhill-on-Sea, East Sussex, TN39 4QZ, United Kingdom
 martyn@amess.org**