

Booking Form

Hollowbrook Cottage is let subject to the following Booking Conditions. Please call 01598 763368 to take out an option before returning one copy of this Booking Form with a 50% deposit or full payment (cheques made payable to *Hollowbrook Cottages*). We will confirm the booking and the balance will be due six weeks before arrival.

Please seriously consider taking out holiday insurance against cancellation etc (see conditions 2 and 3).

Hirer's name _____

Address and postcode _____

Home telephone number _____

Work telephone number _____

Week commencing _____

Number of persons (no children under 12 years of age) _____

Description of dog (must be well behaved) _____

Please advise which beds you would like made up

IMPORTANT:

I am over 18 years of age and accept on behalf of all my party the terms of the Booking Conditions opposite.

Signature _____

Date _____

I enclose a deposit/full payment cheque for £ _____
(balance due six weeks before arrival)

Please return to:

Hollowbrook Cottage

Martinhoe, near Parracombe,
Exmoor National Park, North Devon EX31 4QT
Telephone: 01598 763368 Fax: 01598 763567
Email: cottages@oldrectoryhotel.co.uk
www.exmoorcottages.co.uk

Booking Conditions & Information

- 1. Booking** A booking will be regarded as firm when the agreed deposit has been received and written confirmation issued.
- 2. Payment terms** When a booking has been confirmed, the hirer becomes liable for the holiday cost, with the balance outstanding being due at least six weeks before the arrival date.
- 3. Balance overdue** An additional charge for administration may be made if it proves necessary to issue a reminder for an overdue balance. Should payment not be received by return, or a cheque not honoured, the initial payment may be forfeited and the holiday offered for resale. The hirer still remains liable for the balance of the holiday cost if resale is not effected.
- 4. Extra charges** Extra charges for central heating, your dog and towel hire are payable on arrival.
- 5. Arrival and departure** Check in is between 3.30 and 6.30pm and prior agreement is required if you arrive any later. Check out is no later than 10am on the day of departure.
- 6. Assistance** If you require assistance, meal times in the hotel must be avoided (8 to 10am and 6 to 9pm) unless there is an emergency.
- 7. Car parking** You are required to park in an allocated space and your car is parked at owner's risk.
- 8. Clean and tidy** The cottage must be left clean and tidy with beds stripped.
- 9. Clear exterior** The cottage exterior must be kept clear at all times.
- 10. Disabilities** Parties including members with disabilities or infirmities must specify such conditions as they may affect the suitability of the property.
- 11. Dogs** Dogs must not be left unattended or allowed in the bedrooms or on any of the furniture. They must be kept on leads at all times in the grounds which must not be used as a toilet.
- 12. Garden access** The gardens around the hotel are for hotel guests only. Access to the gardens for the cottage is via the drive to the right of the property. Please keep to the right of the brook and over the bridge to the right only.
- 13. Loss or damage** On your arrival, all items listed in the inventory in the information folder are present and in good condition. Any items damaged, broken or lost must be reported and paid for on your departure.
- 14. Medical emergency** Medical emergency information is provided in the cottage folder.
- 15. Public liability** Although the property is covered by our public liability insurance, we cannot be responsible for any injuries or loss beyond our reasonable control.
- 16. Refusal** Your right to occupy the property will be forfeit without compensation if:
 - (a) More persons or pets than agreed take up occupation.
 - (b) Guests are entertained without our permission.
 - (c) Any activity is undertaken which may cause unreasonable damage, noise or disturbance.
- 17. Right of entry** We reserve the right if necessary to enter the property to effect maintenance or resolve any problem.
- 18. Dustbins** Rubbish must be bagged and placed in the dustbins.
- 19. Telephone** Only Orange mobile phones have reception in this area. There is a payphone just inside the hotel entrance, which is usually available in the daytime.
- 20. Television** Television reception can be poor in this area. Please do not adjust the tuning.
- 21. Toilets** Please do not flush sanitary items etc down the toilets to avoid blockages.
- 22. Woodburner** Please only use wood in the woodburner. Logs, kindling and firelighters are available from Barbrook Service Station on the Lynton road.