

BOOKING FORM

Please complete and return to Glue 2 Properties Limited, Greystones, Front Street, Chedzoy, Bridgwater, Somerset, TA7 8RE together with your deposit.

Could you please provide details of the person/department dealing with the invoice remittance

Name / Company Name:	
Name / Department:	
Address:	Company Telephone
	Home Telephone
	E-mail:

Name(s) of Occupants

1.	3.
2.	4.

Accommodation Dates required

From	To
Total number of nights	

Payment Details

For bookings MORE than 4 weeks in advance	
A deposit of £200 is required	
Please make cheques payable to Glue 2 Properties	

Guest Services

Housekeeping: The apartment is fully serviced on a weekly basis which includes a complete linen change, bathroom and kitchen cleaned and generally tidy, dust and vacuum the apartment.

Information Pack: Each apartment contains an information pack with specific details about the apartment, local amenities, local entertainment, local restaurants and delivery foods, local transport, useful phone numbers and emergency contact details.

Iron & Ironing Board: Apartment equipped with an iron and ironing board.

Kitchen: The apartment is fully equipped with the necessary crockery, cutlery and cooking utensils.

Linen & Towels: The apartment is fully equipped with linen and sufficient towels for 7 days and all linen and towels are changed weekly. Additional linen and towels can be provided on request.

Welcome Pack: A basic welcome pack is complimentary in this apartment comprising: Fresh milk, bottled water, tea, coffee, sugar, washing machine powder, cleaning products,

Food & Beverage: A Breakfast Pack can be ordered in advance and will be in your apartment on arrival. Ideal for late and awkward arrival times and a must after a long journey! Includes: Fresh bread, fresh orange juice, cereal, butter & margarine, preserves, fresh fruit and biscuits. (Additional charge from £12.95 + vat).

Tailor-made Grocery Packs: Let us know in advance what you would really like on arrival and we will ensure that its in your fridge! (Additional charge depending on specific requirements).

Additional Housekeeping:

As part of the weekly servicing of apartments, unfortunately this does not include washing up or undertaking personal chores. More frequent servicing is available on request and is charged at £15.00 + vat per hour.

TERMS & CONDITIONS

Acceptance of Terms and Conditions / Contract of Hire

All bookings accepted by Glue 2 Properties Limited are subject to these terms and conditions that are deemed to have been accepted in full by the hirer and all persons in the party.

Payment of deposit or rental charge also indicates acceptance of these terms and conditions.

Confirmation of Booking

Your booking is only confirmed on receipt of the booking form and payment of your booking deposit. Written confirmation together with receipt of payment of booking deposit will be issued by Glue 2 Properties Limited by post.

Prices

All prices are quoted in UK Pounds Sterling and, unless otherwise specified, the prices quoted exclude VAT at the prevailing UK rate.

All prices are based on costs prevailing at the time of quotation and may be subject to change.

Booking Procedure

When a booking is made prior to the arrival date, a UK £200 booking deposit is required together with the signed Booking Form to confirm the reservation.

Methods of Payment

Payment payable to Glue 2 Properties Limited in UK Pounds Sterling and must be clear of all bank charges, exchange rate variations, and any other deductions.

Facilities and Services

The apartment is fully furnished to a high standard and include a kitchen fully equipped with appliances, cutlery, crockery, and kitchen utensils. No food is provided.

If requested, a welcome pack can be provided on arrival. This consists of bottled water, fresh milk, tea, coffee and sugar.

A full inventory of equipment and utensils is also provided. Please note: No items must be removed from the apartment during your stay.

Unless otherwise specified, the prices quoted for this serviced apartment include heating, electricity, water and television. The prices quoted also include cleaning service once a week. All linen and towels are included and changed once a week.

Cancellation by hirer

All notification of cancellation must be made in writing by e-mail or post to Glue 2 Properties Limited.

When notification is received more than 28 days prior to the arrival date, all payments received from the client are refunded less a UK £100.00 cancellation fee.

When notification is received within 28 days prior to the arrival date, the full booking deposit (UK £200.00) is forfeit.

Change of arrival or departure date or location by the client may be treated as cancellation and

re-booking.

Number of Occupants

Only persons listed on the Booking Form may occupy the apartment. The apartment cannot be re-let/sublet to any other group/party without the written approval of Glue 2 Properties Limited.

The number of persons permitted to occupy the apartment is limited to the number of beds available. Under no circumstances may more than the maximum number of persons specified in the apartment description occupy the apartment except by prior written agreement with Glue 2 Properties Limited. Glue 2 Properties Limited, reserves the right to refuse admittance and to terminate the booking for the apartment to the hirer and their party if they are in breach of this condition.

Check-in and Check-out

The apartment is usually available for occupation after 3:00pm on the Day of arrival. Keys are made available during working hours (between 9:30 a.m. and 5:00 p.m.).

The apartment must be vacated by 11:30am on the day of departure, and keys must usually be returned by 11:30am on that day. Arrangements can be made for return of keys on alternative days prior to the day of departure and after hours, subject to prior arrangement.

If there is any delay in vacating the apartment beyond the agreed time, a full day's rental, calculated as one seventh of the weekly rate applicable, is charged to the client.

Damage to Apartment

The hirer is responsible for taking all reasonable care of the property and its contents. The property and all equipment, utensils, furniture etc. must be left clean and tidy at the end of the hire period.

Except in the case of normal wear and tear the hirer will be responsible for making good any damage to the apartment or its contents which has occurred due to negligence, willful damage or irresponsible behaviour on the part of those occupying the apartment. Such damage must be reported, without delay. The cost of the repair or replacement must be agreed with and paid to Glue 2 Properties Limited.

The hirer responsible for booking undertakes that no person will suffer anything to be done which would endanger the policy of our insurers in respect of the apartment and its contents which might make the same void or voidable.

Termination by Glue 2 Properties Limited

Glue 2 Properties Limited has the right to terminate a booking at any time on the grounds of mistreatment of the apartment or criminal activity on the part of those occupying the apartment or their guests. In such circumstances, Glue 2 Properties Limited is not obliged to provide or locate alternative accommodation. The period of notice and the proportion of refund are at the discretion of Glue 2 Properties Limited.

Non-Availability of Property

If for any reason the accommodation is not available Glue2 Properties Limited will refund all monies, your deposit in full and will be under no further liability towards you.

Injury or Loss

Glue 2 Properties Limited cannot be held responsible for any personal injury, loss or damage to personal effects howsoever arising at the accommodation.

Neither can we be held responsible for any circumstances beyond our control including, but not limited to, mechanical breakdown, illness or failure of any public service supply.

Rights of Access

Representatives of Glue 2 Properties Limited or their subcontractors have the right of access to the property at any time, with due regard to the convenience of the hirer, for the purpose of inspection of the property and to carry out any essential repair or maintenance work.

Pets

Regrettably no pets of any kind are permitted under any circumstances. The client is liable for any infringement of this rule by the client's occupiers.

Smoking

Glue 2 Properties Limited operates a NO SMOKING POLICY. Smoking is not permitted in the apartment.

Information

All information supplied by Glue 2 Properties Limited, is given in good faith and is based on information available at the time. All reasonable measures have been taken to ensure the accuracy of any statement made either in writing or otherwise, but Glue 2 Properties Limited is not liable for any variation however caused.

Complaints

Any complaints about the apartment, or its contents, must be made in writing to Glue 2 Properties Limited at Greystones, Front Street, Chedzoy, Bridgwater or faxed to Glue 2 Properties Limited on 05600 496736. Glue 2 Properties Limited will take all reasonable steps to settle the problem. Glue 2 Properties Limited shall not have any liability for any complaint submitted after the completion of the rental period.

Litigation

In the event of any litigation arising from the booking of accommodation by Glue 2 Properties Limited, the Courts in England shall have sole jurisdiction on such arising matters and English law prevalent at the time shall be applied at the times.

Force Majeure

We will not be liable for any delay, loss, damage or expenses incurred if your booking needs to be altered or cancelled or we are unable to perform our contractual obligations as a result of events beyond our reasonable control, which shall include but not be limited to events such as war, civil strife, terrorist activity, labour disputes, natural or man-made disaster, fire, flood, and adverse weather conditions.

Insurance

The apartment hire cost does not include any personal insurance cover of any kind. It is recommended that insurance is taken out against cancellation. It is further strongly advised that personal accident and medical insurance is also taken out.

Security of Tenure

As the apartment is used as serviced accommodation they are exempt from security of tenure under the Rent Act

Interest

Interest on overdue invoices shall accrue from the date when payment becomes due, from day to day, until the date of payment, at a rate of 4% above Lloyds Bank PLC's base rate in force at the time and shall accrue at such a rate after, as well as before any judgement.

Your acceptance of these conditions is acknowledged by making a booking or sending us a completed booking application form. Payment of deposit or rental charge also indicates acceptance of these terms and conditions.

