

# Booking Application

## Contact Information

Name (main contact)	
Mailing Address	
Email	
Phone	
Mobile	

## Details of Stay

Arrival Date	
Departure Date	
# in Party	
Names of Other Guests	
Method of Payment	

## Special Requests

Sheets for Pull Out Bed	
Crib Needed	
Mid Stay Cleaning (extra charge of €50)	

## For Office Use Only

Security Deposit Received	
25% Deposit Received	
Balance Received Due:	
Confirmation Sent	
Lock box Code	
Security Deposit Returned	

# General Terms and Conditions

Please read our terms and conditions carefully.

## Holiday Tenancy

This agreement is made on the basis that the apartment is to be occupied by the tenant for a holiday for a specified period. It is a contract between the apartment owner and the tenant/applicant (named on the booking application). The tenant must be over 21 years of age; will have responsibility for the property and must have the authority to ensure that all members of the party observe these booking conditions.

## Reservations and Deposits

- A 25% deposit is required once a reservation has been made. The balance of the reservation must be paid 6 weeks in advance of arrival.
- Payment for the reservation deposit should be made via; bank draft, PayPal or wire transfer (banking details will be provided upon confirming a reservation).
- An additional security deposit of €300, is required and will be refunded after completion of the rental period and inspection of the apartment by a representative of the owner.
- The security deposit covers the cost of any damage or breakages during your stay to the property and its contents, inside and outside, excluding normal wear and tear.
- **Please note that your reservation will not be finalized until the reservation deposit and security deposit have been received and cleared.** This must be received within 1 week of reservation request or we regret your reservation will be cancelled.
- Once the owner has received the initial payment for the apartment rental, you will be sent full details about the apartment.

## Payment

- All payments to be made in Euros.
- Balance of payment to be made in full 6 weeks prior to occupancy.
- Bank or address details will be provided once a reservation is confirmed.

## Cancellation

If the client cancels a fully paid reservation, there is a cancellation charge that will depend on the number of days before the beginning of the rental period. Please note that the reservation deposit is **non-refundable**:

- More than 40 days before: 20% of the total amount.
- Between 25 – 39 days before: 30% of the total amount.
- Between 14 – 25 days before: 50% of the total amount.
- Less than 14 days before: 100% of the total amount.
- In the event that the client changes the dates, it will be considered a new reservation and it shall be subject to the cancellation conditions.
- It is strongly recommended that clients purchase holiday cancellation insurance. Any cancellation, including force majeure, will be subject to the cancellation charges stated.

## Arrival/Departure Times

On the day of your arrival, the apartment will be available from 16:00 hrs. If, for any reason, your arrival is earlier, please let us know in advance so we may try to accommodate you beforehand.

Departure time is 10:00 hrs. It is important that these times are adhered to so that the accommodation can be properly prepared for the next tenants. The tenant will be liable for any extra costs incurred for attempting to stay beyond the departure time. All keys are to be returned to the lock box upon departure.

## Property Information Binder

An information binder is provided in the property with important information about the property and local services. If missing, tenants must advise the owner's representative immediately. The inventory included with the folder should be checked by tenants on arrival and any discrepancies reported immediately to the owners.

## Reasonable Access

The owner and/or their representative retain the right to enter the property at any time.

### **Problems or Complaints**

In the event of any problems or deficiencies with the accommodation or contents the matter should be reported to the owner or owner's representative at once. Prompt notification by the tenant is required to enable remedial action to be taken. No complaints will be accepted or correspondence entered into where complaints are made at the end of a tenancy.

### **Cleaning**

The apartment will be cleaned prior to the arrival of each client. All beds will have fresh linens. Linens will be replenished when the apartment is rented for more than 7 days. When leaving, the client is obliged to leave the apartment in a clean, tidy and reasonable condition.

### **Number and Identity of the Guests**

Only the number of guests indicated by the client during the reservation request shall be authorized to use the apartment. The number of persons who may use the apartment may not exceed 6 persons.

### **Pets**

No pets shall be allowed in the apartment. In the event that this rule is not adhered to, the owner at his sole discretion will be entitled to request the client to leave the apartment, and the client shall have no right to claim any type of compensation.

### **Behaviour**

All guests will be liable for the correct and decent behaviour of all the persons utilizing the apartment. Should any guests not behave in a suitable and responsible way, the owner at his sole discretion shall be entitled to request the client and the persons accompanying him/her to leave the apartment without the right for the latter to claim any type of compensation.

Please observe that these Terms and Conditions with regard to disturbances, loud music and parties are very clear: **ALL ARE STRICTLY FORBIDDEN**. Guests staying in the apartment should know that if parties or loud music are heard, or neighbours complain and/or police are called, it can result in immediate eviction regardless of the time of day or night. This will also result in loss of prepaid rent and refundable damage deposit. Please note that by making a confirmed reservation, you are accepting these terms and conditions and will therefore be expected to abide by these them.

**Please Note: QUIET TIME IS EVERY DAY FROM 22:00 to 09:00 HRS.**

We appreciate your co-operation in this matter and hope you understand that these rules are necessary as this apartment is situated in residential building and the nightly rest of other inhabitants must be respected.

### **Liabilities**

Please note that the owner of the apartment shall not be liable for any direct or indirect damages that may arise as a consequence of the use by the client of the apartment, including without limitation, damages, insurance, losses because of fires, robbery or criminal behaviour.

### **Our Website**

All apartment descriptions and information is as described on the website. The owner has done his utmost to maintain accuracy and to check details wherever possible, the owner will not be held liable for any errors or omissions that may arise.

The owner also reserves the right to change information published on the site at any time including rates, descriptions and photographs. The owner makes no warranty or representation about the fitness or suitability of any product or service described on the website.

### **Terms and Conditions**

The owner reserves the right to update any of its terms and conditions at any time, as may be required. The onus is placed on all parties, using the site, to undertake adequate measures to ensure that they visit any such terms and conditions on a regular basis. By agreeing to use this site, it is implied that any such changes are accepted by any such third party and, that any such third party undertakes to comply with any such changes. These terms do not affect consumer statutory rights.

**House Rules - Please Read carefully**

As a client, you are expected to respect the house rules that pertain to the apartment and to the community to which it belongs. The apartment may not be used as a party space but strictly as an accommodation for sleeping, eating, relaxing, etc. Please read the house rules thoroughly in order to avoid any problems.

1. Please respect our neighbours - normal working people who need to get up early and go to work every day so please respect the noise levels in the stairwells as well as in the apartment. Parties are not allowed.

**Quiet hours:** Sunday - Friday 22:00 to 09:00 hrs, Saturday 23:00 – 10:00 hrs.

2. Please turn off the fans, heating or lights if you leave the apartment; we try to conserve energy.
3. Tourist tip: Please lock the doors securely behind you and only take what you need with you for the day.
4. Please note that the check out time is 10:00 hrs as we need to clean the apartment.
5. Smoking is strictly NOT permitted inside the apartment.

**Other Points**

1. You and your party hold the owner harmless from and against any and all liability arising out of or in any way connected with your use and occupancy of the property, including injuries, damages or losses from fire, theft or criminal activity
2. In the unlikely event and for reasons beyond our control where the apartment is damaged or for whatever reason not fit for rental, we reserve the right to change your party to a different apartment. We will try to give you as much notice as possible and trying to find suitable accommodation for your group.
3. We strongly advise you to take Travel insurance.
4. Prices are inclusive of all local taxes, utility charges and departure cleaning service.

I agree to all terms and conditions as outlined above.

Tenant Name: \_\_\_\_\_

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

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