## Booking Form (three pages) – Spot in France

Please print out this form and complete it by hand (not on computer) and please sign each page. \*Important

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Full Name\* |  | | | | | | | | | |
| Address\*  & post code |  | | | | | | | | | |
| Main Phone\* |  | | | | Other Phone if applicable | | | |  | |
| Email address/s\*  Where applicable |  | | | |  | | | |  | |
| If you wish –  Next of Kin  *(Not travelling)*  and Address |  | | | | | | | | | |
| Phone number of Next of Kin |  | | | | | | | | | |
| Number of people\* | | |  | Number of single beds?\*  (maximum1) | |  | | No of Queen beds?\*  (maximum2) | |  |
| Any under 18 years old? | | |  |  | | | | | | |
| Period of booking\* | | Insert date\*  Normally from Saturday 3pm: | | | | | Insert date\*  To Saturday 10am: | | | |
| Do you feel like telling us how you found out about the house? If so, let us know here. | | | | | | |  | | | |

Booking conditions

1. All arrangements are made subject to basic conditions to protect all parties to the agreement below.
2. The agreement exists once the signed booking form and deposit have been received, and importantly, the agreement can only exist once the booking has been confirmed. This will ensure there are no double bookings.
3. Rental is normally weekly from Saturday 3pm to Saturday 10am. This allows the house to be prepared for your arrival after previous guests have departed. The only person who can waive these times is the owner directly – for example, to facilitate earlier or later Saturday arrival times or week day arrivals. Weekday arrivals can be organised but must be after 5.30pm as the local agent is not in a position to welcome you to the house and hand you the key until after 5.30pm on weekdays.

**I have read and accept the conditions of booking**. (If two different parties, a member of both to sign conditions**)**

Signed: ………………………………………………………….. Date: ………………………………

Signed: ………………………………………………………….. Date: ………………………………

Page 2

1. Normally full payment is required 12 weeks prior to the holiday start date. If this is a problem for any reason please let us know before the 12 week period comes into effect. As you will appreciate, at some point we have to make sure that you are serious about coming otherwise other potential clients/guests will miss out. The two main ways of establishing that are firstly the holding deposit and secondly the actual payment. If the booking is cancelled within the 12 week period it is difficult for us to obtain replacement clients/guests on this short notice. In these circumstances, the deposit is normally forfeited as you would expect in any similar circumstances. If the booking is cancelled within a 6 week period it is virtually impossible for us to find replacement guests. In this circumstance 50% of the total booking cost is liable to be forfeited. Your travel insurance may cover you for such eventualities.
2. If vacancies are available and bookings are taken less than 12 weeks prior to the holiday start date, full payment must be made within 48 hours of booking.
3. The number of people may not exceed the number booked and paid for, and should be confirmed when final payment is made. Bedrooms are made available on the basis of numbers booked. (eg normally 1-2 people have one bedroom, 3-4 people have two bedrooms). Any variations need to be advised.
4. Please note that there is a surcharge for heating electricity from November through April and this will be deducted from your security deposit. Normal usage is included May through October.
5. In the event of a cancellation the booking deposit will be refunded if another booking is taken and paid in full for the same period.
6. Now here is the main legal bit: Clients are therefore advised to take out travel/medical insurance prior to their departure, to cover loss of monies due to cancellation of trip, loss of baggage or personal items, and any loss sustained as a result of personal injury arising from a stay at the premises. We cannot accept liability for any third party claim, accident, damage or loss to you or your property or for any expenses incurred for any reason. In any event caused by Force Majeure, neither we, our agent(s) if any, nor any of their employees, will be held liable in any way. It is your responsibility to ensure the property is secured at all times during your stay and that all doors and windows are locked/fastened when away from the property.
7. Special conditions apply to bookings of 4 weeks or longer, where a payment of the full balance owing is to be paid 16 weeks before departure from your country of departure.
8. One set of linen is included (sheets, pillow cases, towels and tea-towels) for each bed per guest per booking. (Although longer stay guests will be provided with extra linen). Please bring your own swimming towels.
9. Guests are expected to leave the house clean and tidy. Breakages should be replaced and damage advised. Guests are expected to dispose of their own rubbish in the communal bins provided in the vicinity of the house. If these things are not undertaken, then an excess charge may be deducted from your security deposit.
10. Smoking is NOT permitted inside the house.

**I have read and accept the conditions of booking**. (If two different parties, a member of both to sign conditions**)**

Signed: ………………………………………………………….. Date: ………………………………

Signed: ………………………………………………………….. Date: ………………………………

Page 3

Calculations **(Use for final paragraph on this page) $AUS**

1. $ amount for booking (number of weeks times rate for persons/period) **…………………**

2. $AUD 200, or 30% of above for the **booking deposit** (whichever is greater) **…………………**

3. Final balance payable is (1 minus 2) **…………………**

***[Contact owner for bank account number]***

**I will pay the booking deposit (2) (above) into Australian bank account**

**......................................................... being $AUD ................. and I agree to deposit the**

**balance being $AUD ................ (3 from calculations) 12/16 weeks before the start of the**

**holiday to your bank account as above.**

(If booking within 12 weeks of the holiday start date the full amount should be enclosed. If bookings are for 4 weeks or longer payment is due 16 weeks before.)

**Signature**: ……………………………………………………….. **Date**: …………………

Scan and send completed and signed form to spotinfrance email contact.

[enquiries@spotinfrance.com](mailto:enquiries@spotinfrance.com)

or ask for postal address if scanning is not possible.