



D. G. White
Manor Farm
Berwick Bassett
Swindon
SN4 9NG

Tel: 01793 731884
Email: bookings@hackpenholidaycottages.co.uk

Booking Procedure

1. Please contact us to confirm availability and place a provisional booking for Curlew Cottage
2. Download and complete a booking form before sending with your deposit cheque to the above address
3. You will receive confirmation of your booking by email or in writing together with details of the final balance payment date and welcome information.

Thank you very much for your interest in Hackpen Holiday Cottages.

To be completed for all bookings

Name.....

Address.....

.....

.....

.....

Postcode.....

Telephone number.....

Mobile Number.....

Email Address.....

Date of Arrival.....

Date of Departure.....

Total Cost.....

Deposit Enclosed.....

Please make cheques payable to D. G. White.

Names of guests staying in the cottage (and ages if under 18 years)

- Guest 1.....
- Guest 2.....
- Guest 3.....
- Guest 4.....
- Guest 5.....
- Guest 6.....

Terms and Conditions of Bookings

Please read the terms and conditions before submitting a booking.

Cottage Bookings

Week long bookings start Friday 4pm and finish the following Friday at 10am.

Weekend bookings are Friday 4pm to Monday 10am.

Short breaks are Monday 4pm to Friday 10am.

A 50% deposit is required at the time of booking and the balance is due no less than 4 weeks before arrival. A £200 housekeeping deposit is due at this time as well which will be authorised for refund upon departure and cleared within 7 days to the guest account. Please contact us to discuss provisional bookings.

Cancellation Policy

Cottage

The deposit paid is non-refundable. Bookings cancelled less than 4 weeks before the arrival date will be liable for the full balance unless we are able to re-let the cottage where any shortfall will be charged.

Insurance

Guests will be asked to ensure they have read these terms and conditions of booking and sign to that effect at the time of booking. It is strongly advised that guests take out their own holiday insurance at the time of booking in light of these terms.

Privacy Policy

Hackpen Holiday Cottages will not share the details of any guests with any third parties. There may be an exception to this rule if guests request reservations to be made on their behalf where a name and contact number may be required. We may email you from time to time with news and offers we have. Should you not wish for us to email you these, please can let us know.

Disclaimer

We reserve the right to cancel your booking in advance due to unforeseen circumstances beyond our control (such as flooding, etc) and in such unforeseen circumstances the deposit and any balance paid will be refunded to you.

Curlew Cottage may only be occupied by guests named on the booking form. No unauthorised or last minute additional guests will be permitted. The properties may not be used as a party venue or in conjunction with any third party entertainment providers.

The owners shall not be responsible for any personal injury incurred and/or damage to personal possessions or vehicles, however caused or sustained. Care must be taken by all guests at all times.

Guests must be in control of their children at all times. Despite the quiet rural location, the property is on a farm and guests should close the gate as required. Use of the garden and outdoor play area along with any toys provided is entirely at the users own risk.

The property particulars may change without prior notice and the owners are not liable for any inaccuracies in the property's description on our website or through media/advertising sources. Any photographs are for illustrative purposes only.

Terms of Rental

Linen and Towels

All bed linen and bath towels are provided. Outdoor/swimming towels and travel cot sheets are not provided and must therefore be supplied by guests as required.

Smoking

The cottage is strictly a non-smoking property.

Cleaning

The cottage will be serviced prior to the arrival of guests and left equipped for a self-catering letting. Washing up liquid, toilet bleach, washing machine liquid and dishwasher tablets will be left in a guest starter pack. There is a village shop and major supermarkets can be found in the nearby towns of Marlborough and Swindon. Cloths and sponges are supplied and it is expected that guests will maintain the cottage to a high standard throughout the term of booking. Guests will be responsible for emptying waste bins into the designated wheelie bins in time for the weekly collection (by Tues 7am).

Damage

A £200 housekeeping deposit is required at the time of booking in addition to the booking fee and will be refunded within 7 days of departure, subject to the property being left in a satisfactory condition. All damage and breakages, losses and additional cleaning which are incurred will be deducted if the cottage is left in an unreasonable condition.

Heating

Underfloor heating and electric towel rails are thermostatically controlled.

Repairs

We reserve the right to enter the cottage/rooms at any time upon reasonable notice, to inspect or repair as necessary.

Guest Signature..... Date.....

I confirm that I have read and understand the terms stated and agree to abide by them.