

**BOOKING FORM FOR CASA PEPE**

(PLEASE PRINT)

Tourist Registration Number: VFT/MA/26484

Owner: Julie Capas

10 Willow Road, Horsham, West Sussex RH12 4UN

Tel 01403 268875, 07946 522799

Address:			
Telephone:		Mobile:	
Email:			
	NAME	AGE	M / F
Booking Made By:	1)		
Other People in Party:	2)		
	3)		
	4)		
	5)		
	6)		
Extra charge for 7th and 8th person (+ infant up to 2 years)	7)		
	8)		
Villa Rental Dates:			
Full Villa Price:	Currency:	(full amount due 8 weeks before your holiday)	
Deposit Enclosed:	Currency:	(please see our cancellation policy below)	
Flight Details:	Arrival Time:	Flight No.	
	Departure Time:	Flight No.	
On which advertising website did you find our villa?			
<b>SPANISH RENTAL LAW:</b> According to the Spanish Rental Law, all customers must supply a copy of their passport/identity document. Please send a scan or copy of your identity document with this form or as soon as possible.			

**PAYMENT:** If paying by cheque, please make this payable to J Capas and send it to our address above, otherwise you can pay by bank transfer (details will be supplied on request). Please note that full payment for the villa is due 8 weeks before your holiday and the deposit already paid will be kept as a damages deposit until after departure.

**ARRIVAL AND DEPARTURE** Please note that the villa must be vacated by 10am on the day of departure and is accessed at 4pm on the day of arrival to give our cleaning team time to prepare it for you. If you arrive early, you may collect the keys, leave your luggage at the villa and return later. Also, if you depart late, you can leave your luggage at the villa and pick it up later.

**EXTRA COSTS:** Your deposit will be returned to you once we have had time to check over the villa for any damages etc. Deductions you can expect from this will be electricity in excess of 100kW per week (at 0.50 Euros per kW), and any telephone calls made. We reserve the right to charge for excessive cleaning.

**LIABILITY:** Please note that we do not accept liability for any injury howsoever caused as a result of the use of the swimming pool. Guests are specifically requested not to allow unsupervised children to use the pool. Please don't take any glasses or bottles to the pool area as any broken glass in the pool means that it has to be emptied completely!

**CANCELLATION POLICY:** If you have to cancel your holiday before having paid the full amount (8 weeks beforehand), we will refund your deposit less an administration charge of €40 only if we are able to re-book the same week/s. If you have paid in full, the cancellation charges are as follows: 4 - 8 weeks: 50% of rate refunded, 2 - 4 weeks: 25% of rate refunded, less than 2 weeks: no refund, unless we are able to re-book any time up to the holiday, in which case we will refund your full payment plus deposit (less admin charge). We strongly advise holidaymakers to take out insurance to cover any cancellation costs.

**PRIVACY & DATA PROTECTION POLICY:** We are committed to protecting your privacy. The only information we collect about you is when you provide your contact details on this booking form and we will only use this information lawfully. This information will be stored electronically. After your holiday and return of your deposit, if you ask us we will delete all your records. If not, we will hold your details for a maximum of 5 years. You have the right to request a copy of the information that we hold at any time. We will never pass on your details to anyone else without your permission.

**DECLARATION** I declare and agree on behalf of myself and all members of my party that this booking is made in accordance with the above terms. I also agree to be held responsible for the balance of hire terms of this property, due and payable in accordance with the above terms. I am over 18 years of age and I agree to leave the property in a clean & tidy condition & be responsible for all damages or breakages howsoever caused.

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

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

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