

VILLA ANNA - HOLIDAY BOOKING FORM

Villa Anna, contrada Guardiola, fraz. Serro - 98049 Villafranca Tirrena (Messina), Italy

Tel +39 090 2939 038 Fax +39 090 2926 576 Mobile: +39 338 7038 381

Email: francesco.basile@geomarc.it Web: www.geomarc.it/anna.htm

How to book

1. Please print off and complete this form before returning it via fax to +39 090 2926 576. You may also scan and email the form to francesco.basile@geomarc.it.
2. Upon receipt of this form, we will send you the payment details according to your selected method of payment (bank transfer or credit card via PayPal). We require a deposit of 25% of the total rental cost to secure your booking.
3. On receipt of your deposit payment, we will send you an invoice confirming the booking and the payment taken so far.
4. The full balance (75%) is due no less than 4 weeks before arrival date. A refundable security deposit of € 300 is also required at this stage. The security deposit (less any deductions for breakages) will be refunded within 2 weeks of your departure.
5. When you have paid your 75% balance plus security deposit, we will send you an invoice, detailed directions and any other relevant information.

Your details (party leader)

Title:	First name:	Last name:
Address:		
Postcode:	Town:	Country:
Tel (inc. code):		Mobile:
Email:		

Other names of villa guests

Title	Full name	Age	Title	Full name	Age

Booking period & Cost

Arrival date:	Departure date:	No. of nights:
Total rental cost: €	(Euros)	Deposit (25%): € (Euros)
		Balance (75%): € (Euros)
		Plus Security deposit: € 300 (Euros)

Method of payment (please tick your choice)

<input type="checkbox"/> Bank transfer	If paying by bank transfer, our bank details will be sent to you on receipt of this form.
<input type="checkbox"/> Credit card	<ul style="list-style-type: none"> • If paying by credit card, your payment transaction is processed through the PayPal's secure server system. Note: you do not have to be registered with PayPal to send a credit card payment via the PayPal system. • An initial invoice for the 25% deposit will be issued through PayPal via email. Please follow the instructions in the email to make the payment. • The 75% balance plus security deposit is due 4 weeks before arrival date, again please follow the instructions in the Paypal mail.

Declaration

I, the party leader, declare that I am over 18 years of age and certify on behalf of myself and the other parties listed on this booking form, by whom I confirm I am authorised to make this booking, that I have read, understood and agree to the booking terms and conditions above and overleaf, and that this booking is made subject to those terms and conditions. I agree to pay the balance plus security deposit no later than four weeks before arrival date.

Signature (party leader): Date:

BOOKING TERMS AND CONDITIONS FOR VILLA ANNA

1. CONTRACT. The holiday letting of Villa Anna ("the property") for any period ("the tenancy") shall be between us, Anna Maria De Felice, via G. Bruno 106, 98123 Messina, Italy ("the owner"), and you, the party leader ("the tenant"). The tenant will accept liability for the performance of the contract on behalf of the entire party. Please read these booking terms and conditions carefully. These are the basis of a binding contract between the owner and the tenant. This contract is non-transferable. The contract and all matters arising from it shall be governed by Italian law and shall be subject to the exclusive jurisdiction of the Italian Courts.

2. BOOKING AND PAYMENT. The contract between the owner and the tenant comes into existence when, on receipt of your completed booking form and 25% deposit payment, we send you an invoice confirming the booking and the payment taken so far. You will be required to pay the 75% balance at least 4 weeks before your arrival date. For bookings which take place within 4 weeks of your arrival date, the full amount will be required. If you fail to pay the balance when due, we will treat your booking as cancelled. For cancellation conditions, please refer to "Cancellation". The prices are correct at the time of application but we reserve the right to alter the prices without notice. No alteration however will be made once your booking has been confirmed and a deposit has been received. The rental cost includes electricity, gas, water and final cleaning. A full inventory of equipment and utensils is available at the property. Details of all persons to be accommodated at the property must be listed in the booking form. No other person can be accommodated. No sub-let or rental of the property is permitted. The maximum occupancy of the property at any time is 6 persons, unless prior written permission from us. Animals and/or pets are not allowed at the property without prior written consent from us.

3. SECURITY DEPOSIT. There is an additional security deposit of € 300 (Euros) payable with your full balance. This deposit is refunded to you within two weeks of departure date providing that there have been no damages to the property and that the keys have been returned to the owner/owner's agent (see "Damages or Breakages").

4. ARRIVING AND LEAVING. Rental periods are from Saturday to Saturday unless otherwise stated on the booking form. The tenancy will normally commence at 4.00pm on the date of arrival and terminate at 10.00am on the date of departure, unless prior written agreement has been reached. Once the booking time has elapsed, you should leave the property in a clean and tidy state with all refuse removed. If this condition is not met, the property is left in an inappropriate state or a delayed departure time is taken without our prior written permission, the owner has the right to receive compensation. Detailed instructions for key collection and directions to the property will be sent to you upon receipt of the full balance and security deposit. If your arrival time is delayed beyond the expected arrival time, and this variation is more than two hours, please telephone the owner/owner's agent to advise.

5. CANCELLATION. Cancellations must be received by ourselves from you in writing and will take effect the day such notification is received. If a booking is cancelled, the full deposit is not refundable. In the event of cancellation less than four weeks before your arrival date, no refund will be given and the full balance will be due to ourselves. If the security deposit has been paid to ourselves at the time of cancellation, this will be refunded within two weeks, assuming that your tenancy has not already commenced. Should you cancel for any reasons your holiday during the tenancy, then no refund of any kind will be made to yourselves, with the exception of the security deposit which may be returned to you under the normal terms and conditions. We reserve the right to cancel your booking at any time in the unlikely event that the property becomes unavailable due to circumstances beyond our control or it is necessary to undertake essential work at the property. In such circumstances, we will refund in full all money received by us for the booking but we will not be liable for any loss incurred by you as a result of the cancellation. It is a condition of booking that insurance is taken out against cancellation (see "Insurance").

6. INSURANCE. It is a condition of booking that you take out adequate travel insurance. As a minimum this should include cover for medical expenses, personal accident and repatriation in the event of illness or accident, loss or damage to/of personal possessions or money, cancellation charges and third party liability cover. Your signature on the booking form will be treated as confirmation that every member of your party has such insurance. We reserve the right to ask for further evidence that you have purchased comprehensive insurance cover. Please read your policy details carefully and take them with you on holiday. It is your responsibility to ensure that the insurance cover you purchase is adequate for your particular needs. **Warning:** Please do not leave valuable objects in the property. We cannot be held responsible for theft. A lockable safe for valuables is not available at the property and we do not accept responsibility for any of your personal items or effects that are left in the property at any time. Free car parking is available in the estate which is locked but unattended. Cars are parked at their owners risk and we cannot accept any responsibility for loss, damage or theft to the vehicles.

7. OWN RISK. You and all members of your party agree to occupy and use the property at your own risk. The owner does not accept liability or responsibility for any injury, illness, death, loss (for example loss of enjoyment), damage, expense, costs or other sum/claim occurring during the tenancy, howsoever caused. For the avoidance of doubt, this includes any injury, illness, death, loss, damage, expense, costs or other sum/claim resulting directly, indirectly or consequentially, as a result of occupying and/or using the villa, its contents, the garden, the estate, the surrounding areas, and any facilities that are within the villa or the neighbouring area to the property. Nor can the owner accept liability or responsibility for any injury, illness, death, loss, damage, expense, costs or other sum/claim arising occurring as a result of unforeseeable, unexpected events or as a result of circumstances outside of their control. You must ensure that no child under the age of 18 is left unattended or unsupervised by a responsible adult in the villa or in the surrounding areas.

8. SERVICES. The owner does not accept responsibility for any inconvenience caused by disturbances from neighbouring property or land, or by failure of local services such as electricity or water supply. During the tenancy, it may be necessary to have gas bottles re-supplied in order to make use of the cooking facilities. Whilst the owner/owner's agent will endeavour to assist in this matter, they are reliant upon local contractors and there may be a gap in time where the gas is unavailable. We will accept no responsibility and provide no compensation for such an eventuality.

9. CONDUCT. The owner reserves the right to take possession of the property if in their opinion any party acts in a manner which is disruptive or prejudicial to the wellbeing, enjoyment and comfort of other local neighbours, or which could damage the property or the neighbours. This means that you may be prevented from using the property. In such circumstances, the owner shall not accept any liability for any costs incurred as a result of taking possession of the property. During the tenancy, you are responsible for the property and must take all reasonable care of the property and its contents. All equipment, utensils, etc., must be left clean and the property left clean and tidy at the end of the tenancy. All rubbish is to be placed in the communal dustbins in the local area and not left in the property or within the grounds of the property. You are responsible for leaving the property in the same condition that you found it, otherwise we will be entitled to charge an additional supplement before returning the security deposit. No furniture, furnishings, bedding, towels or equipment may be taken outside the boundaries of the villa. Towels supplied must not be taken to the beach and you must provide your own beach towels. The owner/owner's agent or their sub-contractors have the right of access to the property at any time with due regard to your convenience for the purpose of inspection of the property or to carry out any essential repair, maintenance or contract work.

10. DAMAGES OR BREAKAGES. You are responsible for any breakages or damages to the property, garden, and surrounding grounds. For this reason, travel insurance must provide adequate personal liability cover for you. The property will be inspected after your departure and you will be notified of any damages or breakages for which we feel you are responsible. The cost of replacement or repair (including additional cleaning costs for spills, stains, etc) will be deducted from the security deposit. In the event that this cost exceeds the amount of the security deposit, you will be personally liable for this excess and this will be invoiced directly to the party leader who will remain personally responsible for the balance and subject to Court action if necessary for this balance to be reclaimed.

11. COMPLAINTS AND PROBLEMS. In the unlikely event that you have any reason to complain or experience any problems during the tenancy, you must immediately inform the owner/owner's agent. Until we know about a problem, we cannot begin to resolve it. If you remain dissatisfied, you must write to us within 14 days of your departure date giving full details of your complaint.

12. BROCHURE AND WEBSITE ACCURACY. The descriptions and photographs of the villa and its equipment/services, the garden, and the surrounding grounds provided for you in the marketing of the property were correct at the time of writing. These include all descriptions and any brochures, websites or literature received. If at the time of your booking we are aware of any changes which might significantly affect your tenancy, we will endeavour to advise you immediately.