

# The Old Post Office Geldeston

## Booking Terms & Conditions for The Old Post Office

### Our Agreement

The rental agreement is for short-term holiday use only between the dates agreed. Provisional bookings will be held for five working days whilst awaiting a deposit of 30% of total rental.

### Payment

We accept payment by cheque or bank transfer. A 30% non-refundable deposit is payable at the time of booking. The balance is due four weeks before the date of arrival. If you book less than four weeks before departure, the full amount must be paid at the time of booking. The person who places the booking and signs the Terms & Conditions takes responsibility for payment and is responsible for ensuring that all other occupants have read the booking conditions below and are aware of the booking details. Cheques to be made payable to Mrs L Read, and posted to:  
44, Kirkley Park Road, Lowestoft, Suffolk, NR33 0LG

### Booking Forms & Any Other Correspondence

Please post to the address above or email to: [the\\_reads@hotmail.com](mailto:the_reads@hotmail.com)

### Changing your booking

Any major alteration or amendment to a booking (i.e. change of dates) after the initial booking acknowledgement has been issued will be at the discretion of the property owner. All changes to bookings must be sent to us via email or post.

### Cancellations

All cancellations must be sent in writing or by email and will be effective on the date they are received.

Cancellation charges are payable as follows:

Over 4 Weeks - 30% of total cost (deposit)

Between 4 and 2 weeks - 60% of total cost

Under 2 weeks - 100% of total cost

All cancellation charges are at the discretion of the owners.

### Important Information

- The number of persons occupying the property must not exceed six.
- No stag or hen parties.
- No all male or all female groups permitted under the age of 21.
- No groups under 21 years of age permitted.
- Prices include bed linen for up to six people.
- Electricity and electric heating for your stay is included in the hire charge for the accommodation.
- The hirer who has signed the Terms & Conditions is responsible for all those in the party and ensures they are aware of the booking conditions.
- The owner reserves the right to refuse any booking.
- We have a policy of non-smoking in the property rented and we appreciate your understanding on this.

**The Hirer agrees:**

That the supervision of children, babies, and any adults requiring care remains under the responsibility of the hirer at all times. To pay for any damage or loss however caused, excluding reasonable wear and tear, incurred during the occupation. Not to cause nuisance or annoyance to occupants of nearby properties.

**The Old Post Office**

Occupancy shall be from 3.00 pm on the day of arrival to 10.00 am on the day of departure. The cottage should be left clean and tidy.

Parking is available in the cottage driveway or immediately outside on the road.

**Liability**

The Old Post Office cannot accept responsibility for any material loss, damage, additional expense or inconvenience directly or indirectly caused by or arising out of the property and its plumbing, gas, electric or otherwise, or exceptional weather. No responsibility is accepted for loss or damage of property, vehicles or vehicle contents belonging to the hirer or any member of the party during the occupancy.

Owners contact details:

Steve and Sue Mowday. Tel. No. 01379 783341

# Booking Details for The Old Post Office

|  |  |                              |  |                                 |  |
|--|--|------------------------------|--|---------------------------------|--|
| Your Holiday Dates                           |  |                              |  |                                 |  |
| Number of Adults staying (over 18)           |  | No. of children (4-17 years) |  | No. of Children (under 4 years) |  |
| Your name                                    |  |                              |  |                                 |  |
| Your address                                 |  |                              |  |                                 |  |
|  |  |                              |  |                                 |  |
| Postcode                                     |  |                              |  |                                 |  |
| Tel. No.                                     |  |                              |  |                                 |  |
| Mobile No.                                   |  |                              |  |                                 |  |
| Email Address                                |  |                              |  |                                 |  |
| Do you need any further information from us? |  |                              |  |                                 |  |

I have read and accept the booking terms and conditions.

Signed ..... Date .....

To help us with our marketing please could you tell us how you heard about The Old Post Office?  
e.g. internet search, friend, etc.

.....  
Thank You