

Houghton Lodge Booking Form

PLEASE SEND YOUR BOOKING FORM TO:

Happy Cottage, 40 North Street, Winterborne Stickland, Blandford, Dorset, DT11 0NJ
Telephone: 0778 777 4628 Email: enquiries@houghtonlodge.com Website: www.houghtonlodge.com
(Office Open Hours: 9.00am to 6pm)

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Short Breaks - Minimum 3 night stay. Prices are based on up to 12 guests.

Arrival Date	Departure Date	Weekend Fri - Mon	Mid-Week Mon - Fri	1 Week Fri - Fri	2 Week Fri - Fri	1 Week Mon - Mon	£	p

Houghton Lodge has use of the Swimming Pool from 8.30am to 12.30pm

Doggie Guests by arrangement - £30 per pet, per week or weekend

Cleaning Fee £100 00

Total Payable

DEPOSIT PAYMENT

25% of Full Payment **Due Now**

BACS Payment Deposit Only Account to:

"MATTHEW DONOVAN" Sort Code 60-83-71 A/C No 01591956

Please use your name and the date of your stay as reference.

FULL PAYMENT - Due 2 Months before commencement **BACS**

Date Due:

Payment Full Payment Only Account to:

"MATTHEW DONOVAN" Sort Code 60-83-71 A/C No 12807216

Please use your name and the date of your stay as reference.

DAMAGE DEPOSIT - Due 2 Weeks before commencement.

A fully refundable damage expense deposit of £400 must be paid.

BACS Payment Deposit Only Account to:

"MATTHEW DONOVAN" Sort Code 60-83-71 A/C No 01591956

Please use your name and the date of your stay as reference.

Providing no damage has been caused to the property, interior/exterior contents and/or grounds due to your stay, this includes compensation due to noise, late departure after 10am and extra cleaning. The Damage Deposit will be returned in full to the Guest by BACS pending inspection of the property. This may take up to 14 days.

Guest Name

Account No.

Sort Code

Minimum age to book Downview Farm or Houghton Lodge is 25 years of age. Proof of age may be required on arrival. Parties exceeding 12 in number are not allowed. Over-occupation of the property could result in the termination of your holiday. **NO STAG PARTIES OR ALL MALE GROUPS. NO SMOKING IN THE HOUSE.** Guests are not permitted to bring entertainment/catering/beauty or any other outside private companies onto the premises this will incur a breach of contract and insurance.

AGREEMENT I agree to accept the Terms & Conditions of the Rental Agreement as set out on the attached/reverse of this Booking Form pages 1 to 5.

DETAILS OF PERSON BOOKING THE HOLIDAY

Full Name:	
Address:	
Email:	
Tel:	Mobile:

Signature of Guest: **Date:**

Please keep a copy of the booking form for your own reference.

DETAILS OF GUESTS - Other members of your party

Name:
Mobile:

Name:
Mobile:

Name:
Mobile:

Name:
Mobile:

Name:
Mobile:

Name:
Mobile:

Name:
Mobile:

Name:
Mobile:

Name:
Mobile:

Name:
Mobile:

Name:
Mobile:

Name:
Mobile:

NUMBER OF CHILDREN IN PARTY

Name	Age	Sex M/F

SLEEPING REQUIREMENTS

Number of Double Beds required	
Number of Single Beds required	
Cot required	
Highchair required	

DOGGIE GUESTS

Name	Breed	Age

ADDITIONAL INFORMATION AND SERVICES

For Your Arrival

The House will be open for your arrival, please do go in and make yourselves at home.

Arrival time is after 3pm and before 5pm. Due to the cleaning and maintenance program early arrivals are not possible.

The Caretaker will greet you at the House approximately between 5pm - 5.30pm Please make sure you are available.

You will be given full instructions on the workings of the pool and Hot Tub together with any other help you may require in order to make your stay a perfect one.

Late Arrivals After 5pm

Due to Health & Safety Regulations, the pool or hot tub cannot be used without full instructions from the Caretaker.

Guests will need to on arrival telephone 07787774628 to arrange a new meeting for the next day.

Damage Deposit and Extra Expenses

£400 damage deposit is payable. The damage deposit will be retained pending local inspection of the property and contents, to check that The Owner has no consequential expenses due to breakages, damages, additional cleaning, compensation due to noise, late departure after 10am etc. due to the liability of The Guest. The extent of recoverable costs from The Guest by The Owner are limited to the cost of any work done and other costs incurred by The Owner and are not limited to the damage deposit. Providing no damage or expense has been caused to the property, interior/exterior contents and/or grounds due to your stay. The Damage and Expense Deposit will be returned in full pending inspection of the property. This may take up to 14 days.

Please Respect Our Neighbours.

This is a very peaceful location. Please respect our Village by keeping the noise down after 11.00pm.

On the occasion that we are called out after 11.30pm to deal with noise levels, we will charge a call out fee of £100 payable by yourselves. Extreme noise may result in the termination of your stay.

Cars

Under NO Circumstances are electric cars to be charged using the house domestic supply. This will overload/overheat the house electrical system and is a FIRE HAZARD. You will void any insurance claim for loss and injury to yourselves.

Please keep driveway and driveway to the barn clear for emergency and farm vehicles.

Maintenance.

The owner/caretaker reserves the right to maintain and inspect the property, including the gardens, lawns, land and pool at their discretion, during your stay. The swimming pool complex requires daily maintenance. However, please be assured that all such maintenance will be carried out as unobtrusively as possible. In this respect every effort will be made so as not to disturb or inconvenience you. In the rare event of the pool being closed, for whatever reason, the owner cannot be held liable, nor offer compensation. This also applies to spa when applicable. Please note: Any queries or problems relating to your holiday must be dealt with during your stay by the signee only.

Accidents

Please inform us immediately should any accidental breakages or damage occur so that we have time to sort it out before our next guests arrival.

The Septic Tank

Both properties have a septic tank, not mains drainage. Please do not flush paper towels, facial or baby wipes, nappies or feminine products down the toilets. Please use bins provided. Please ensure that only natural waste products and toilet paper are disposed of in the toilets. The septic tank and drains are checked regularly every Friday. Any blockages caused by The Guest will be charged for. The owner accepts no liability for inconvenience or disruption.

Swimming Pool and Hot Tub

Due to new guidelines the pool area will receive a deep clean between guests usage. 8.00am. and 12.30pm.

Hot Tubs will also be maintained at 12.30pm. (Please make sure they are vacated at this time).

Swimming Pool Rules

Houghton Lodge has private use of the pool from 8.30am - 12.30pm

Please keep our swimming pool safe and clean. Strictly no Glass Objects are allowed in the pool area.

Strictly no Food or Drinks allowed in the pool area. Food and drink substances will start bacteria growth.

It is very important that all guests shower before and after using the pool for their own and others safety. Hair products, deodorant, perfume, make-up and dirt etc. will result in clouding of the water and possible closure of the pool.

After using the pool you must replace the cover and switch off all lights. If you leave the pool cover off for prolonged periods it will result in major heat loss, condensation will set off alarms, cleansing chemicals will evaporate, also resulting in closure of the swimming pool.

Hot-Tub Children under 16 are not permitted in the hot-tub.

The same as the pool, please make sure all guests shower before and after using the hot tub.

VERY IMPORTANT - Inside the hot-tub there is a black filter inlet, the water must be 1inch below the top of this. The water must not go below this point, as the pump will take in air and break. Please use the hose provided and re-fill the hot-tub after use to the correct level 4 inches above the filter, please do not over fill. Please DO NOT stand or sit on hot-tub cover as it is only polystyrene, a new cover costs £600. Strictly no Food or Drinks allowed in the hot-tub.

Towels and Cot Linen

We regret that pool towels, bath towels or cot linen are not supplied.

Infra-Red Sauna

The infra-red sauna is run by electricity. Before using, it is very important to dry yourself off if you have used the hot-tub or pool. Please remember to switch off the Sauna after use. Further instruction will be given on your welcome.

Indoor Fire / Wood Burner

A spark guard is supplied - please use it when you are not in the room.

A fire will be laid in for your arrival. We provide 1 large basket of logs.

Coal can be pre-ordered by the Guests at £15 per large bag.

Extra logs can be provided by arrangement.

Barbecue

The outdoor barbecue is charcoal, this is not provided, Guests are required to bring their own.

Outdoor Fire Pit

A fire will be laid in for your arrival (sticks and logs only). Extra logs can be pre-ordered, Please contact us before Your stay.

Further fires will be Guests full responsibility.

All children **MUST** be accompanied by an adult at **ALL TIMES** around the fire pit.

Do not leave a lit or glowing fire pit unattended. Never light the fire in windy weather.

The most important tip is to keep your fire small.

There's no need for a blazing bonfire, a big fire is much harder to control and so there is far greater potential for disaster.

Have a bucket or container of water close by or a garden hose on standby in case things do get out of control.

DO NOT start the fire with petrol or other flammable liquid - it is HIGHLY DANGEROUS. Light a crumpled piece of newspaper or a shop-bought fire lighter covered with a few small sticks to get a fire started. As it begins to burn, larger sticks can be added until able to add a log or two.

Never extinguish the roaring fire rapidly with water, allow the fire to die down naturally and then extinguish with water slowly.

Please Respect Our Neighbours.

Please respect our Village by keeping the noise down after 11.00pm.

Extreme noise may result in the termination of your stay.

Strictly

No Paper Sky Lanterns or Fireworks.

There are many thatched cottages and farm animals in this area.

Electricity & Fuel

We ask our guests to please respect our rising fuel costs and turn off lights when not in use.

Excessive usage of electricity and/or fuel may be charged for.

Please consider the environment. Please remember to switch all lights off after use.

Rubbish and Waste Recycling. Please recycle your rubbish and place in appropriate bins provided.

1. Glass bottles and jars are to be placed in a separate **glass only Green recycle bin or box.**
 2. Tin cans, plastic bottles, plastic packaging, paper and card to be placed in the separate **Green recycle bin.**
 3. Food and General waste e.g. plastic bags, nappies etc. to be placed in the separate **Black bin.**
- If you do not recycle your waste, a charge for sorting out waste will be made to you.**

Departure

Guest are required to leave the property neat and tidy on departure. (an extra charge may be made to guests for extra cleaning).

On the day of your departure please be ready to vacate the property no later than 10am.

Please turn off all lights, close all windows and lock all doors.

Please notify us by call or text when you are leaving 07787774628 or 07759274048

WE WISH YOU ALL A SAFE JOURNEY HOME AND WE HOPE YOU ENJOYED YOUR STAY IN DORSET

RENTAL AGREEMENT - TERMS & CONDITIONS

TERMS

1. "The Property" is Houghton Lodge. "The Rentals" are as noted on the Booking Form. "The Owner" is Mrs C Donovan. "The Guest" is the lessee. "Commencement Date" is the first day of intended occupation.

CONDITIONS

2. The Owner agrees to let the property at the Rentals and for the period of time as noted on the Booking Form. The Owner reserves the right to refuse a booking without giving any reason.
3. The Rentals are payable by the Guest on the following dates:
 - (a) If the Booking is made more than 3 months before the Commencement Date: The 1st Instalment of 25% of The Rentals must accompany the Booking Form this is non refundable except in section (b). The Final Instalment is payable 2 months prior to the Commencement Date.
 - (b) If the Booking is made less than 2 weeks before the Commencement Date:

The Final Instalment of the full amount of The Rentals must accompany the Booking Form.

Please note - if payment is not received by the due date, we are unable to guarantee your booking.
4. (a) To avoid misunderstandings with our Guests, in the event of a cancellation or if the Agreement is terminated because The Guest has failed to pay amounts due on the due dates. The deposit is non refundable. Cancellation fees are: 25% of Rentals payable, if the date of termination is greater than 2 months before the Commencement Date. 100% of Rentals payable, if the date of termination is shorter than 2 weeks before the Commencement Date.
- (b) Bookings made after 01/05/2020. Cancellation due to Government closure of the property/full lock-down will be fully refunded. A full refund of monies already paid to The Owner will be made payable to The Guest. The Owner liability for cancellation will be limited to payments made to us. We do not refund for local lock-down or individual infection of Covid19.
- (c) Cancellation made by The Guests for any other reason than section (b) will not be monetarily refunded by The Owner.
- (d) We strongly advise that you take out comprehensive travel insurance. If you choose not to then you accept responsibility for any loss that you may incur due to your cancellation. Such Cancellation insurance is entirely optional but highly recommended as it provides a safeguard against loss of monies should unforeseen circumstances necessitate termination of The Agreement by The Guest. The Owner may offset any amounts already received from The Guest against the cancellation fee.
5. The Owner reserves the right to cancel the reservation if payments are not received in accordance with Item 3 and Item of this Agreement. The cancellation will be deemed to be the liability of The Guest.
6. The Guest undertakes to take good care of the property and its' contents and to leave the property and contents in a clean and orderly condition. Any extra cleaning caused to The Owner will be charged at £40 per hour.
7. The Guest agrees to behave in a considerate way to the neighbours of The Property and to respect the privacy and peace of the neighbours at all times.
8. The Guest will report any loss or damage to the property or contents to The Owner. The Guest will allow access to the property by The Owner at any reasonable time to perform an inspection. The Guest undertakes to inform The Owner of the expected departure day and time, if it is different from the Reservation Form.
9. The Owner will not be responsible to the Guest for any loss, inconvenience, damage etc beyond the control of The Owner.
10. Any claims whatsoever by The Guest against The Owner will be limited to the amount of rental paid.
11. The signing of the Booking Form by The Guest (or any other verbal or written acceptance) is deemed to be the acceptance of these Terms & Conditions.
12. This agreement is governed by English Law.
13. Arrival & Departure. Friday - Friday, Friday to Monday or Monday to Friday.
14. For insurance reasons The Owner must at all times have the names of all people staying in or visiting the house or grounds. Breaking this condition may result in termination of your holiday.
15. The Owner does not accept responsibility (or liability) for breakdown of water supply, gas or electricity, for infestation, or of breakdown of swimming pool/spa systems, or for contamination due to the Guest's negligence; though The Owner will through local tradesmen use best endeavors to arrange for any such problems to be resolved. Neither can The Owner be responsible for any loss or damage or accident sustained by any member of a hiring party, or to their property, vehicles or personal effects however caused. Should building works be taking place in the vicinity of The Property, The Owner cannot accept liability for any inconvenience caused. The Owner aims to ensure that information/descriptions provided in advertisements of The Property are accurately conveyed. However, there may be small differences as The Owner is constantly seeking to improve the facilities provided, and therefore The Owner cannot accept responsibility/liability for any such small differences in description and actual. The Caretaker reserves the right of access over the drive to the fields, barn and barnyard, at Downview Farm, which is for their own private use.
16. Smoking anywhere inside the premises will result in immediate termination of occupancy and forfeiture of all payments. This must be strictly adhered to and any damage or extra cleaning caused by smoking will be at the expense of you.
17. Please note that in the event that any keys issued are not returned at the end of your stay, then the cost of replacement keys or locks will be charged to The Guest.
18. We reserve the right to terminate a holiday without compensation where the unreasonable behaviour of the person named on the booking form or their guests may impair the enjoyment, comfort or health and safety of others including neighbours or local residents or any other persons.
19. We reserve the right to make reasonable amendments or additions to these terms and conditions without notice.

A contract between The Guest and the owners will come into existence when we receive payment and accept your booking by issuing a confirmation of booking for the holiday dates shown in the rental agreement. The contract binds you & all the members of your party. It is your responsibility to ensure that all members of your party accept the terms of the contract set out in these terms & conditions of booking. Failure to disclose all relevant information or comply with these terms may lead to termination of the contract & loss of the booking.

AGREEMENT

I agree to accept the Terms & Conditions of the Rental Agreement as set out on the attached/reverse of this Booking Form

Full Name:

Signature:

Date: