

# ARDVERIKIE ESTATE LTD

## HOLIDAY HOUSE BOOKING FORM

### CONTACT DETAILS:

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

Address: \_\_\_\_\_

\_\_\_\_\_ Postcode: \_\_\_\_\_

Tel: (day) \_\_\_\_\_ Mobile: \_\_\_\_\_

Email: \_\_\_\_\_

PROPERTY: \_\_\_\_\_

Total no in party: \_\_\_\_\_ Adults: \_\_\_\_\_ Children: \_\_\_\_\_

### **Total number must not exceed:**

Gatelodge:	max 3 people	Pinewood:	max 4 people
Gallovie Cottage No 2:	max 4 people	Rowan Brae:	max 6 people
Inverpattack Lodge:	max 11 people	Gallovie Farmhouse:	max 13 people

### HOLIDAY DATES:

**Please email or telephone prior to returning this booking form to ensure availability of the house and dates.**

**4pm** \_\_\_\_\_ to **10am** \_\_\_\_\_

**Full week let:** Booking for 7 consecutive nights.

Gatelodge	Friday - Friday	Pinewood	Friday - Friday
Gallovie Cottage No 2	Saturday - Saturday	Rowan Brae	Friday - Friday
Inverpattack Lodge	Saturday - Saturday	Gallovie Farmhouse	Saturday - Saturday

**Short breaks:** Period of less than 7 nights.

Available: May to September, excluding Christmas and New Year. Calculated as a percentage of the full weekly cost:

2 nights - 55%    3 nights - 65%    4 nights - 75%    5 nights - 85%    6 nights - 90%

### ADDITIONAL INFORMATION:

Do you require a Cot and High Chair: \_\_\_\_\_ Yes / No (please circle)  
(bedding for cot not provided)

No of Pets: \_\_\_\_\_ (£20 per pet)

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## **BOOKING REQUIREMENTS:**

A signed booking form and a deposit of one third are required for confirmation of a full week let or short break with the balance and Good Housekeeping Deposit due 8 weeks prior to arrival. Please note that a reminder will not be sent.

For all bookings with less than 8 weeks to the arrival, a signed booking form, payment in full and Good Housekeeping Deposit are required for confirmation.

## **GOOD HOUSEKEEPING DEPOSIT:**

A Good Housekeeping Deposit is payable for all lets:

- £100 Gatelodge, Pinewood, Gallovie Cottage No 2, Rowan Brae
- £200 Inverpattack Lodge, Gallovie Farmhouse

This is refundable within 14 days of departure on completion of a successful let. The cost to cover any damage, breakage or excessive cleaning required will be deducted from the Good Housekeeping Deposit and any remainder refunded. If the non-smoking policy is breached the full Good Housekeeping Deposit will be forfeit.

## **PAYMENT DETAILS:**

Weekly Let	£
Short Break	£
Pets @ £20 per pet	£
Good Housekeeping Deposit	£
<b>TOTAL</b>	£
Deposit due	£
Balance due	£

**Payment accepted by credit card, debit card, cheque or bank transfer.**

## **Credit/debit card payment:**

Complete below or telephone the Estate Office with card details:

Card No:

Start Date:   Expiry Date:   Issue No:

Name On Card: \_\_\_\_\_ CSC No:     
(last 3 digits on signature strip)

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

**Cheques:** Payable to Ardverikie Estate Ltd. Name, property and dates of stay should be written on the back of the cheque.

**Bank Transfer:** Contact Estate Office for account details.

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## **CANCELLATION CHARGES:**

Cancellations must be made in writing, by letter or email, to The Estate Office.  
Cancellation charges:

More than 8 weeks to arrival:	£60 administration fee retained from deposit and remainder refunded.
8 weeks to arrival:	100% deposit retained.
6 – 8 weeks to arrival:	50% of total cost payable.
4 – 6 weeks to arrival:	66% of total cost payable.
2 – 4 weeks to arrival:	80% of total cost payable.
Less than 2 weeks to arrival:	Full cost payable.

## **HOLIDAY INSURANCE:**

You are advised to take out your own holiday insurance.

## **INFORMATION:**

### **Non-Smoking:**

- All self-catering properties are non-smoking. If the non-smoking policy is breached the Good Housekeeping Deposit will be withheld to cover the cost of cleaning the soft furnishings and carpets.

### **Linen:**

- All bedding – duvets, pillows and bed linen are provided.
- All towels – bath towels, hand towels and dishtowels are provided.

### **Electricity/Oil/Firewood:**

- All electricity, oil costs and firewood are included in the rental price.

### **Telephone & Broadband:**

- There is an honesty telephone in all houses except Gallovie Cottage No 2 where there is no telephone line.
- WiFi is available in all houses.

### **Pets:**

- Pets must be kept under control at all times.
- Pets are not permitted on the furniture or beds and must not be left unattended in the house.
- Owners must remove all dog mess from the garden and surrounds of the property prior to departure.

### **Arrival & Departure:**

- Arrival time: 4.00pm.
- Departure time: 10.00am.

### **Cleaning:**

- It is a condition of your let that you leave the property and its contents clean and tidy.
- Cleaning materials are provided in each house to assist with this.
- Any excessive cleaning will be charged for and deducted from the Good Housekeeping Deposit.

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**Damages:**

- Any breakages or spillages in the house should be reported as soon as possible so that it can be rectified immediately.
- The cost of any breakages will be deducted from the Good Housekeeping Deposit.

I confirm that I am over 18 and I read the information above. I agree to leave the house clean and tidy on departure and notify the Estate Office of any breakages or damage and will be liable for any excessive cleaning or repairs.

**Signed:** \_\_\_\_\_ **Date:** \_\_\_\_\_

Return completed form to:

**Ardverikie Estate Office  
Kinloch Laggan  
NEWTONMORE  
PH20 1BX**

**Telephone: 01528 544 300  
Email: ardverikie@ardverikie.com**

Please indicate why you chose to stay at Ardverikie:

Repeat visit:  Tourist Board:  Recommended:

Ardverikie website:  Other website:  \_\_\_\_\_  
(please specify)