



Living Elements

Quality self-catering Accommodation in a rural setting near Chichester

www.chichesterselfcatering.co.uk or [.com](http://www.chichesterselfcatering.co.uk)

TERMS & CONDITIONS OF BOOKING Chichester Self-Catering Accommodation – Living Elements

The tenant shall mean the person in whose name the booking is made and shall include the person or persons on whose behalf the same is made. They **MUST** be 18 years or older.

1. We will hold by way of a debit card pledge a **security deposit of £300** against:
 - a. Any damage incurred by the tenant to the property or its contents or by a member of his/her party or any visitor during his/her stay.
 - b. The reasonable cost of cleaning the property and/or its contents if the tenant leaves the property in an unsatisfactory condition on departure.
 - c. Payment of any outstanding amounts which are due or become payable under their booking.
 - d. The return of all keys to the property by the tenant on the check out date (the loss of such keys will incur a penalty of £25 and damage to any key a penalty of £10)

We only require an authorisation to deduct any advised charges from your bank card, (should they be incurred).

Credit card / debit card authorisations will be cancelled 14 days after your return from holiday unless deductions have been advised, in which case the balance (if any) will be deducted.

The declaration must be signed by a member of the party booked into the accommodation who is over 18 years of age.

2. Bookings made more than eight weeks in advance require a one-third non-refundable deposit (33%). The balance is then due eight weeks before your holiday commences plus the damage security deposit.
3. Once you have booked, an agreement (below) is drawn up between you and the owner of the property. This agreement is sent to you for your signature and should be returned to us along with a **deposit equal to one-third of the total amount due. This can be made either by cheque payable to G. Palmer or card payment (debit card only) in GB Pounds Sterling.**
4. Bookings made eight weeks or less before arrival require the full payment. Bookings made within one week (seven working days) prior to your holiday must be paid in FULL in CASH or by debit card only.
5. If the booking is cancelled within four weeks of the commencement date, then the full rent due will be retained. If the house is re-let within this time you will get 60% of the full price returned to you. If you vacate the property early - NO refund unless it is subsequently let. The amount is at the discretion of the owner.
6. Bookings will be taken from Friday to Friday. The key may be collected from the Living Elements Clinic office between the hours of 4.00pm and 7.30pm on the day of arrival. If keys cannot be collected by 7.30pm then they may not be available until 9.00am on Saturday morning. No refund would be due if you cannot get in. **Keys to be returned by 10.00am or earlier on the day of departure.**
7. **On your departure the property MUST be left in a clean and tidy condition, as you would wish to find it yourself or a charge proportional to the extra cleaning time required becomes chargeable at no less than £25. Thank you. You can request a late checkout for which there is a charge.**
8. We recommend that you take out your own holiday insurance in case of accidental damage or late cancellation etc
9. Please **BRING YOUR OWN TOWELS** for use in the jacuzzi / sauna or beach.
10. **Please ensure that the noise on the hot tub patio is kept down after 11pm.**
11. Please inform the owner of any damage on arrival or during your stay so it can be quickly rectified. Failure to do so will invalidate any claim.
12. **Only** guests named on the booking form are permitted to stay unless agreed with the owner – this includes extras staying in tents / caravans or on the floor in sleeping bags etc This is a site safety issue in case of fire and also one of insurance. If this is contravened we deem that you have broken your contract of

Gayle Palmer, Proprietor

Living Elements

1, Keynor Lane, (opp the school) Sidlesham, CHICHESTER. West Sussex PO20 7NL

07769 746113 gaylepalmer@btinternet.com

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hire with us, you can be asked to leave IMMEDIATELY, with no recourse, and with no repayment of any monies for whatever reason. Any extra guests not already notified are charged at £75 minimum per person per night regardless of where they have slept and if they have used their own bedding or not.

IMPORTANT NOTICE: Every effort has been made to describe the property as accurately as possible in our brochure or online, however, we recommend that you view your chosen property prior to booking to avoid the possibility of disappointment and we will not be held responsible if, upon your arrival, the property does not meet with your expectations.

Cutlery and crockery is supplied. Tea & coffee are included in your Welcome Pack plus cleaning products and other goodies. Electricity is included in the rental unless otherwise stated. There may be a charge for the gas for the BBQ in the Summer. There is a £50pw week winter heating surcharge for heating the hot tub at Living Elements - 1st Oct - 1st Apr incl. **Please note: towels for the sauna and hot tub are NOT provided.**

SLEEPING / BEDDING - this IS included in your booking cost, unless you stay for more than a week and it needs to be changed or you want it to be.

5' Kingsize DOUBLE BED

Kingsize sheet. Kingsize duvet cover. 4 pillow cases. 2 bath towels.

COST: £22 PER WEEK if more than a weeks' stay

6" Super king size DOUBLE BED OR two 3' SINGLE BEDS

Kingsize sheet. Kingsize duvet cover. 4 pillow cases. 2 hand towels.

OR 2 single sheets, 2 single duvets, 4 pillow cases. 2 bath towels.

Cost £24 for the week for the super kingsize or £12 per single if more than a weeks' stay

3' BUNK BEDS

Single sheet. Single duvet cover (or single flat sheet if blankets are supplied instead of duvets). 2 pillow cases. 1 hand towels, 1 bath towel.

Cost £12 per single if more than a weeks' stay

DOWNSTAIRS sofa bed 5' DOUBLE or 4'6" DOUBLE

Double sheet. duvet cover (or double flat sheet if blankets are supplied instead of duvets). 4 pillow cases. 2 bath towels.

Cost £22 for the week if more than a weeks' stay

The beds & linen will be made up on your arrival. If the booking is for one week then for us to return your deposit the linen must be placed in the bags in the downstairs WC, the inventory will be checked to ensure that all is correct and there is no staining / damage, and it is to be left in the property for collection on your final day. If stains cannot be removed from any bedding that whole set will then be chargeable. Likewise with towels.

If the booking is for more than one week then the linen must be placed in the bag on each Friday morning by 10.00am ready for the cleaner to collect, if you have asked for a house clean to be done, and it will be replaced with fresh linen during the day.

COT HIRE and other accessories etc

2 travel Cots and highchairs and stairgate are already in the house at Living Elements. Cot linen is NOT included.

Please ensure that you bring your own linen for the baby and blankets etc. Baby monitor and bottle heater hire £5 per week

If you have any queries, please contact Gayle Palmer, preferably by email. Thank you.

I hope you enjoy your stay at Chichester Self Catering in this part of sunny West Sussex.

I understand and agree to the terms and conditions in this document and to any other documents or as on the house website or advised by the owner for the duration of my stay.

Today's Date:

Family Name Printed:

Dates of stay are:

Signed:

Gayle Palmer, Proprietor

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