

# The Royal Apartment - Open 2013 Accommodation

Booking Form – please select property:  Traprain  18 St Baldred's Road  
 Kilness Mews  Marine Lodge  
 Woodend Cottage

## Your Contact Details

Name: .....  
Address: .....  
.....  
..... Post Code: .....

## Your Booking Details

Planned arrival date ? ..... what time do you expect to arrive ? .....  
(earliest arrival date is 13 July) (earliest arrival time is 12 noon)  
Planned departure date ? ..... what time will you vacate the property ? .....  
(latest departure date is 22<sup>nd</sup> July) (latest departure time is 12 noon)

*Bookings run from Sat 13<sup>th</sup> July (12 noon earliest) to Mon 22<sup>nd</sup> July (12 noon latest). All bookings are subject to availability and must be discussed by phone or email prior to submitting your booking form.*

How many people will be in your party ? ..... adults ..... children

Do you have any special requirements for bedroom set up ? *(only refers to options available in the specific property – e.g. linen for sofa bed, zip & link option, etc.)*

*(use the box to tell us how you want your rooms set up)*

## Payment & Authorisation

\* I enclose a cheque as deposit / payment in full \*<sup>2</sup> in the amount of £..... OR

\* I have made a bank transfer as deposit / payment in full \*<sup>2</sup> in the amount of £.....

<sup>2</sup> - delete as appropriate

I have read and accept the terms and conditions of booking, and wish to confirm a booking as detailed on this form.

Signed: ..... Date: .....

Please send completed form by post to:

T & E McInroy  
32 Main Street  
Gullane EH31 2HD  
Scotland

or sign, scan and email to:

contact@theroyalapartment.co.uk

### Payment instructions

Cheques payable to: T & E McInroy

Bank transfer to:

Sort Code: 80 17 95  
Account: 00123583  
Reference: [your surname]

International pyt:

Bank: Bank of Scotland  
Swift/BIC code: BOFSGB2S  
IBAN number: GB59BOFS80179500123583

## Terms & Conditions – Open 2013 Accommodation

*(refers to each property listed on this form and at [www.theroyalapartment.co.uk](http://www.theroyalapartment.co.uk))*

1. The property can be booked for the period from Saturday 13<sup>th</sup> July 2013 to Monday 22<sup>nd</sup> July 2013 – the duration of the Open Championship. Prices and availability may be advertised on our website and can be advised on request. A deposit is required to secure a booking.
2. Bookings can be made on the standard booking form (following telephone or email enquiry) and will be accepted subject to availability. Unsecured bookings will be treated as provisional on the basis that the deposit is received within seven days. If no payment is received within that period we may treat the booking as cancelled.
3. The deposit is 30% of the tariff for the booking and is non-refundable in the case of cancellation by the client. We recommend that you have holiday insurance in place at the time of booking, which should include loss of deposit through cancellation.
4. The balance is due three months before your planned arrival date. For bookings made less than three months before the planned arrival date 100% of the tariff is required to secure the booking.
5. Upon receipt of the deposit we will send a confirmation note / invoice for the balance due. This is our formal acceptance of booking and you should check the details and inform us of any inaccuracies. The person making the booking will be deemed to act on behalf of all those using the property during the period booked.
6. Prices are fixed in pounds sterling and payment in that currency may be made by cash, cheque or bank transfer.
7. Prices quoted or advertised cover occupation of the property by the number of people agreed, and between the dates and times specified on the booking form. All taxes and utilities (water, gas and electricity) are included, as well as the supply of clean bed linen and towels. Please note beach towels are not included.
8. The owners reserve the right to cancel the booking and re-let the property to alternative guests if full payment is not received three months prior to the planned arrival date, or to refuse entry if full payment has not been received, without prejudice to any claim for cancellation charges.
9. If the client wishes to cancel the booking he/she should advise us by telephone or email and confirm in writing, such confirmation being signed by the same person who made the booking and signed the booking form. The cancellation will take effect on receipt of this written confirmation. In the event of cancellation less than three months before the planned arrival date the full cost of the booking is due. We will, however, attempt to re-let the property and if successful will provide a refund up to the amount recoverable by re-letting less costs incurred.
10. The client accepts that, should the property become unavailable or unsuitable for letting through any cause subsequent to a booking being made, the owner's liability shall be limited to the amount of deposit and/or rent paid.
11. The number of people that may occupy the property or stay overnight in the property on any given date is limited to the number specified as the maximum capacity on the booking form and on the website. The owner reserves the right to refuse admittance or to terminate the booking (during the let) if this condition is not observed.
12. The client is responsible for the property and is expected to take all reasonable care of it. The property (including all equipment, utensils, etc) must be left clean and tidy and with full inventory at the end of the period booked. The property must be locked and secured at all times when unattended.
13. The client should inform the owner as soon as possible of any damage or breakages so that repair / replacement can be arranged. Damage and breakages to or in the property are the responsibility of the client, and the client may be liable for any costs to make good any damage or breakage howsoever caused during the period of occupancy.
14. The property must be vacated by 12 noon on the final day of the period booked (incoming guests may arrive from 4pm). These arrangements are necessary to allow the property to be thoroughly cleaned and inspected between lets.
15. All sets of keys must be returned to the owner by 12 noon on the day of departure, or left in the apartment / posted through the letterbox after locking up on departure. If keys are missing or not returned on time, the owner reserves the right to have replacement keys made and to charge the cost to the client.
16. No pets are allowed and smoking is not permitted within the property.
17. The property must be used solely for its purpose as self-catering holiday accommodation, and the client accepts the owner's right to refuse entry to the property to any person considered unsuitable to take charge.
18. The client is expected to respect neighbours and not cause any undue noise or other unreasonable disturbance.
19. The client agrees to allow the owner reasonable access to the property if required for whatever reason during the period of booking.
20. Children are welcome in the property, however the client is responsible for the safety and wellbeing of all those on the premises (including children) during the period of booking. The owner shall not be held responsible or liable for any accident, loss or other mishap to persons on or using the premises or to their belongings, or for any illness or injury howsoever arising.