

BOOKING FORM Please refer to Booking Conditions overleaf

Mr / Mrs Miss Master	Initials	SURNAME <small>BLOCK CAPITALS PLEASE</small>	IF YOU TAKE OUR INSURANCE PLEASE GIVE	
			Date of Birth	Age at time of Travel
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				

Name of VILLA	
Arrival Date	Departure Date
If you know your flight numbers and timings please show below: UK Airport of departure: Flight no. outbound: Timings: Flight no. inbound: Timings:	

CAR HIRE			
CHILD SEAT & ROOF RACKS PAYABLE ON COLLECTION OVERSEAS			
Date from	Date to		
MODEL	Group	Child seat	Roof Rack

Address *for correspondence of Travel Documents*

Post Code:
Email:
Telephone Home:
Office: Mobile:

SEE PRICE LIST	
EARLY ACCESS	
LATE DEPARTURE	
COT	
HIGH CHAIR	
HEATED POOL	
AIR CON.	
AIRPORT TRANSFER	
To Villa	
From Villa	
Abnormal Luggage <small>e.g. Buggy, Golf Clubs, Cold Box</small>	
Description:	

Please complete the appropriate section below

MORE THAN 10 WEEKS BEFORE DEPARTURE		
DEPOSITS AND INSURANCE (no refunds)	£	p
VILLA DEPOSIT - 30% OF TOTAL RENT		
CAR HIRE DEPOSIT OF £10 PER CAR PER WEEK		
INSURANCE - <small>PREMIUM AS PER PRICE LIST OR ENTER THE NAME OF YOUR INSURANCE CO., BELOW</small>		
Ins. Co:-	Total	
10 WEEKS OR LESS BEFORE DEPARTURE		
FULL AMOUNT PAYABLE	£	p
VILLA - <small>TOTAL AMOUNT INC COT / HIGH CHAIR / HEATED POOL AIR CON / EARLY / LATE PAYMENTS</small>		
INSURANCE - <small>(COMPULSORY) PLEASE ENTER APPROPRIATE PREMIUM OR ENTER THE NAME OF YOUR INS. CO. IN THE BOX BELOW</small>		
CAR HIRE / TRANSFERS - TOTAL		
BREAKAGE DEPOSIT <small>£150.00 - 2 BEDROOMS £200.00 - 3 BEDROOMS £250.00 - 4/5 BEDROOMS</small>		
Ins. Co:-	Total	

ALGARVE VILLA OWNERS LIMITED
 4 Foxgrove Avenue, Beckenham Kent. BR3 5BA

TEL: 020 8663 1363 / 020 8402 0168 FAX: 020 8650 5161
EMAIL: enqs@algarvellaowners.com

OFFICE HOURS: Mon to Fri 10.00 to 18.00 & Sat 10.00 to 13.00
OUTSIDE THESE HOURS THE OFFICE IS CLOSED
 Bookings will only be confirmed when accompanied by the appropriate deposits.



Cheques should be made payable to: **Algarve Villa Owners Ltd**
Receipt of the booking form does not constitute confirmation




CREDIT CARDS: Please charge to my VISA/MASTERCARD
DEBIT CARDS: Please charge to my SWITCH/DELTA/ELECTRON/SOLO
 (Please indicate card type)

account for the following amount £ _____

Issue No. Valid From: Expiry Date:

Card No.: Security No:

A 1.7% fee will be added to your invoice for credit card payments. No charge for debit cards.

DECLARATION BY CLIENT BOOKING

I have read and understand the Booking Conditions overleaf and agree on behalf of myself and my party to be bound by them.

Date	Signature

BOOKING CONDITIONS

Every care is taken to ensure that you have a trouble-free and enjoyable holiday. However, acceptance of bookings is subject to certain important legal considerations which are set out clearly below.

1. Booking Form

The contracting parties are Algarve Villa Owners Limited acting as agents on behalf of the owner shown on the confirmation account (herein after called "the Company") on the one hand and all holiday-makers represented by the person who signs the booking form on the other. Your booking form is accepted by the Company on the date which appears on the confirmation/account and English Law will apply to this contract.

All bookings must be accompanied by the appropriate (non refundable) deposit. IT IS IMPORTANT to pay the balance due on the confirmation and account, not later than 10 weeks prior to departure. If you do not, you will be liable to pay cancellation charges as set out in number 3 below. The Company reserves the right to treat the booking as cancelled by you if the balance has not been received 9 weeks prior to your departure. The refundable breakage charge will be added to your account and any damage exceeding the amount held by us in this respect will be invoiced accordingly. WE DO HAVE CREDIT CARD FACILITIES AND THE CHARGE FOR THIS IS 1.7% OF THE AMOUNT PAYABLE. THERE IS NO CHARGE FOR DEBIT CARDS.

2. Amendments

If you wish to amend your holiday booking (including amendments to car hire) APPLY IN WRITING, EMAIL OR FAX and the Company will try to help but because your holiday arrangements will have been processed, it will be necessary for a charge to be made of between £15.00 and £50.00 depending on the amendment.

3. Holiday Cancellation

If you find that you cannot go on holiday, please write to the Company. Cancellations can only be accepted in writing from the person who signed the booking form and such cancellation will be effective from the date it is received by the Company. If cancellation of a holiday is made the following charges will be levied:

More than 57 days.....	Loss of deposit		
56 – 43 days	50%	28 – 15 days	85%
42 – 29 days	65%	14 – 0 days	100%

4. Insurance

You must have travel insurance and the Company has arranged a package travel insurance underwritten by FIC Limited. A synopsis of the cover is given below but further details of the cover and exclusions will be forwarded with your confirmation and booking if you have decided to book your insurance with us.

Medical and other cover	£5,000,000	Personal Luggage	£1,500
Cancellation or curtailment charges	£5,000	Personal money/cash	£300
Personal accident	£25,000	Personal liability	£2,000,000

Emergency Service: We have included the benefit of the 24 hour assistance with Accident & General HELPLINE. The policy also covers Travel Delay and Missed Departure. The premiums include IP Tax.

Please be aware of the conditions and exclusions relating to the insurance. A full certificate wording leaflet will be sent with your policy and we ask you to read the information carefully and if you find the cover unacceptable a full refund will be made providing that the policy is returned to us within 10 days of the date of the policy. But Insurance will be issued and charged to you for unless the name and policy number of an acceptable alternative company is shown in the box on the booking form. In addition you are strongly advised to register for a European Health Insurance Card from the Post Office or www.dh.gov.uk/travellers. This entitles you to benefit from the reciprocal health arrangements which exist between E.C. Countries.

5. Holiday Arrangements

All arrangements are made in the best interest of the clients and the utmost is done to ensure that you have a comfortable and enjoyable holiday. However, the right is reserved to alter or cancel any holiday accommodation, or arrangements if unforeseen circumstances make this necessary. Should this happen every effort to offer suitable alternative arrangements will be made, but if you reasonably find the alternative arrangements unacceptable any money paid by you will be refunded, but The Company does not accept further liability.

The Company shall use its best endeavours to ensure that all services and amenities are available and that any defects are corrected or repaired as quickly as possible after the Company is notified of them. However, the Company does not accept responsibility or liability for lack or defect in services and amenities including water and electricity supplies, drainage and sewage brought about by circumstances beyond the Company's control, nor responsibility for any insect or animal life which is indigenous to the Country, or any liability whatsoever in relation thereto.

Heated pools / telephones / TV / videos: We will not take responsibility for the heating of pools as these are not under the control of the Company. No compensation will be made if a pool is not heated only pro rata refund of any monies paid for the heating thereof. As no charge is made where villas have telephone / TV / Video no compensation can be made if the telephone, TV or Video is not working for any reason.

6. Travel Conditions

When you fly, the conditions of the Airline will apply to you. These conditions, some of which limit or exclude liability, are the subject of International Agreement between Countries. The Company accepts no responsibility therefore. Obviously there can be flight delays and airlines can change flight times by up to 12 hours before any redress is possible, but the Company does not accept responsibility for them.

7. Luggage

The Company does not accept responsibility for any loss or damage to your luggage or personal belongings nor any consequential loss. Please refer to your travel insurance policy.

8. Car Hire

The terms of the car hire operator are governed by the laws of the Country in which you take your holiday and they may limit their liability and therefore the Company cannot be responsible for any liability whatsoever. Any problems arising from the hire of a car must be dealt with directly with the car hire operator.

9. Complaints

If you do have any problems or complaints with the villa/apartment please contact the House Manager immediately and any outstanding problems or complaints must be put in writing to him/her immediately. If the problem or complaint is not satisfactorily dealt with please telephone the Company at that time to allow us the opportunity of solving it. **If you return and lodge a complaint without having notified us at that time, then any claim for compensation will not be considered.** If you move independently to other accommodation or take any action relating to such problem or complaint without allowing sufficient time for us to deal with the matter to your reasonable satisfaction, all rights to compensation or refund will be lost.

10. Accuracy of our details

All our details have been compiled from up to date information and we have taken care to ensure that it is accurate. There may, however, be occasion when an advertised facility is either modified or not available. Such situations may be dictated by local circumstances, necessity for maintenance, water shortages, unsuitable weather conditions, fuel shortages, power cuts and other circumstances beyond our control, if we are advised of this, we will of course inform you as soon as possible, but we cannot be held responsible for such circumstances.