

# THE BRIARS & MANSARD COTTAGE BOOKING FORM

Mrs R L Steward, High View, Back Lane, Washbrook, Ipswich. IP8 3JA  
Tel: 01473 730494 email: rosanna@suffolkholidays.com

Please reserve:- THE BRIARS..... MANSARD COTTAGE..... for the following period:-

Arrival date...../...../200.....**4pm** Departure date...../...../200.....**10am**

Total Cost of accommodation £.....

Non refundable deposit £..... (£100.00) per cottage per week)

Balance Due £..... (Not later than 6 weeks before arrival)

Name ..... Home Tel No.....

Address ..... Mobile No.....

.....Post code.....

**Full names** of all persons in party (including age if under 18 ) 3.....

1..... 4.....

2..... 5.....

please note:- The Briars accommodates up to 5 people & Mansard Cottage accommodates 2 people.

please tick if required:- cot..... (this is available for use in the **double rooms only** at both cottages)

high chair..... stair gate..... (available at The Briars only – at top of stairs)

## Terms of Business

- 1 Visitors undertake to leave the cottages in a clean and tidy condition as found.
- 2 Visitors are responsible for any breakage or damage, and must inform the owners accordingly.
- 3 The owners reserve the right to seek compensation for any damage discovered after guests have departed.
- 4 Strictly NO SMOKING and NO PETS.
- 5 Telephone bookings will be held for a period of up to 5 days pending receipt of deposit.
- 6 Full payment must be made at least 6 weeks before the start of the rental period.
- 7 We will send directions upon receipt of final payment.
- 8 Cottages are available from 4pm on day of arrival & must be vacated by 10am on day of departure. Please telephone if you anticipate arriving late so that any necessary arrangements can be made.
- 9 The number of people occupying the cottage shall not exceed the number stated on this form.
- 10 Visitors are responsible for their own cancellation insurance arrangements – see below.
- 11 Cancellations must be received in writing & the balance will remain due unless we are able to re-let the cottage.
- 12 The person signing this form will be deemed as being responsible for ensuring that these conditions are met.

**Please telephone for availability, to provisionally book your accommodation before completing and returning this booking form with deposit payment by cheque made payable to:- R L Steward**

I confirm that I am over 18 years of age and that I have read and agree to be bound by your terms of business.

Signature..... Date.....

**Please tick if you would like cancellation insurance details.....**