

BOOKING FORM

*SunKiss Villas, 1966 McCue Road,
Summersville, West Virginia 26651-4215. Phone: 304-872-3260, Fax: 775-306-6731
e-mail: info@sunkissvillas.com*

Details of people staying in the villa (please list all names)

Name:		Telephone #:	
Address 1:		Address 2:	
City:		State/Province:	
Postal Code (Zip):		Country:	
# of people in party:		# of Children:	
Arrival Date:		Departure Date:	
Estimated Arrival Time:		# of nights:	
Quoted Rental Price: \$/£		4 Bedroom <input type="checkbox"/>	5 Bedroom <input type="checkbox"/>
<small>\$18 per night/ \$125 weekly</small> Pool Heat: Yes <input type="checkbox"/> No <input type="checkbox"/>		Quoted Pool Heat Price: \$/£	
<small>\$20 deposit</small> Electric Grill: Yes <input type="checkbox"/> No <input type="checkbox"/>		Alternate Phone #:	
Total Price: \$		Email:	

#	First Name	Last Name	Age if Under 21
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			
*11			
*12			

Please complete the form in full, sign and return with payment as detailed to:

Mark Douglas 1966 McCue Road Summersville, WV 26651	Phone: 304-872-3260 Fax: 775-306-6731 Toll Free: 1-888-777-959
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Please ensure all checks are made payable to: **MARK DOUGLAS**. Because of bank conversion charges and time requirements we do not accept non-US checks. If you live outside the US and wish to pay by check, you can pay us through Pay Pal at: www.paypal.com. Send money through Pay Pal to the following email address: info@sunkissvillas.com. Please note: there may be an additional fee for overseas payments though Pay Pal. We will let you know if this is the true in your countries case. For credit card payment please call with your information.

***** *Maximum capacity of 12 guests for our 5 bedroom home only.*

SunKiss Villas – Booking Terms and Conditions

Check-In – Check in time is 4pm or later. The villas are being cleaned prior to this. Please make arrangements to arrive after 4pm. If you need to check-in earlier please notify us in advance and we will try to accommodate you.

Check-Out – Check out time is 11am. Please vacate the villa by 11am to allow for proper cleaning before the next guest arrives. Failure to vacate on time could result in additional charges.

Deposit - £150 (\$200) or 30% (which ever is greater) of total rental cost for is required to reserve our villa. This is non-refundable in the event of cancellation. The reservation deposit is applied toward the total rental cost.

Balance – the balance is due eight weeks prior to your arrival date. Minor amendments to the booking are undertaken at the owner's discretion (subject to availability). Failure to pay balance by due date could result in the cancellation of your reservation.

Cancellation Charges – We must be notified in writing as soon as possible in the event of cancellation. Should you cancel after the deposit is paid but before the balance is paid, your deposit is forfeited. If you pay the balance earlier than the due date and have to cancel before the due date then we will refund the balance amount (not including the reservation deposit). Once the full balance of your holiday is paid, and your arrival date is less than eight weeks away then 100% of the cost is forfeited, if you cancel, and you must recover the loss from your travel insurance if possible. We cannot refund unused days (if you arrive late or depart early).

WE STRONGLY ADVISE ALL CLIENTS TO ENSURE CANCELLATION COVER IS PROVIDED FOR WITHIN THEIR TRAVEL INSURANCE POLICY!

Pets & Smoking – Pets and smoking are not permitted in or around our villas.

Security/key Deposit – A refundable security deposit of £200 (\$250) must be sent with your holiday balance (final payment) and this will be refunded in full within 14 days of your departure, providing there have been no breakage's, damage or loss of keys, etc. if applicable. Please be aware that you can be held liable for damages in excess of \$250 also and by agreeing to these terms you authorize charges to your credit card for any damages in excess of the \$250 security deposit. For groups whose ages are all less than 22 years, a security deposit of \$1000 is required.

Maximum Capacities – Each Villa has a maximum occupant capacity. These capacities are for guests "staying in the villa" not for day visitors. For our own villas the maximum capacities are:

- 4 Bedroom Home = 10 plus baby (baby is defined by an infant less than 1 year old.)
- 5 bedroom Home = 12 plus baby (baby is defined by an infant less than 1 year old.)

Exceeding maximum capacity will forfeit your security deposit in it's entirety. Our management team will assess your group when you check-in for total number of guests. Please don't try to exceed these capacities.

Final Confirmation – Upon receipt of your balance payment and this completed and signed form we will provide you with management company contact information, driving directions for when you reach Orlando, etc. Upon your arrival the management company will provide you with the electronic lock code or key for the villa or we will provide you with a lock code a week before your scheduled arrival date. You will use this code or key during your stay. **YOU MUST PRESENT A COPY OF THIS SIGNED FORM TO THE MANAGEMENT COMPANY, OR TO US DIRECTLY, BEFORE YOU CAN GAIN ACCESS TO THE HOUSE.**

Accommodation

is secure when you go out and supervising children to avoid domestic hazards and accidents). We will not be held responsible for accidents in the home or the pool area and recommend that children are supervised at all times whilst in or near the pool area.

- We cannot be held responsible for any withdrawal of amenities within the development or any breakdown of equipment, appliances in or around your vacation home during your stay.
- All personal items and valuables are your own responsibility and we will not be held responsible for reclaiming items left in the vacation villa after your party has departed.
- Please be aware that the villa is situated within a mixed community of vacation homes and residential homes. We cannot therefore, be held responsible for any on-going construction, alternations to existing homes or any noise or nuisance on or around the housing development.

Pool Heat – Our pools are heated with electric heat pump, a pool blanket on professional reel, and may also have solar heat. Solar heat is generally adequate from April –October (if used in conjunction with the pool blanket). During the months of November – March extra heat via the electric heat pump is recommended to provide for comfortable water temperature. If extra heat is desired please request this before your balance payment is due. Solar heat is free. Extra heat via the electric heat pump is \$18 per day or \$125 per week. We cannot guarantee the temperature of any heated pool as this will vary according to several factors – the main one being prevailing weather conditions.

Liability – During your stay, our agents and we will not accept any liability whatsoever for death, personal injury, accidents, illness, loss or damage to persons or property, however caused. We do our best to provide a safe environment for our guests but you assume full responsibility for all persons in your party. Please keep a close eye on your children and keep them from potential harm. By agreeing to these policies you hold us and our agents blameless and free from lawsuits for any injury or loss to your party or personal property your party that may occur during your stay.

Force Majeure – We cannot be held responsible for or liable in respect of loss, damage or changes caused by force majeure such as strikes, floods, closure of airports, weather conditions or other events beyond our control.

Complaints – in the unlikely event of a complaint during your stay, this must be referred to the management company immediately during your stay and not the villa owners. All complaints must be submitted to the management company on our complaint form which will be supplied to you from the management company when you call. This form is designed to completely document the conversations of both guest and management to avoid misunderstanding and inaccuracies. It is also used to document corrective actions taken.

Currency – Please use US dollar for accuracy in transaction.

Payments - Any payment for reservation whether deposit or in full constitutes acceptance of these policies in their entirety.

I/We have read and understood and I/We agree to accept and abide by the terms and conditions of the booking, as detailed above and overleaf. I/We accept that I act for all persons for whom the booking is made and confirm that I/We are authorized to act on their behalf. Failure to return signed copy of full terms and conditions could result in cancellation of my reservation and forfeiture of my reservation deposit.

I/We enclose our deposit/full payment (if applicalbe) of \$:	(checks made payable to Mark Douglas)		
Signed:			
Print Name:		Date:	

Return this form with payment to: Mark Douglas, 1966 McCue Road, Summersville, WV 26651-4215. Phone: Toll free in the US – 1-888-777-9591. Outside the US: 304-872-3260. Please ensure all checks are made payable to: MARK DOUGLAS. We do not accept non-US checks. If you live outside the US and wish to pay by check please contact us about using your debit card or to use Pay Pal.