

For office use (Rev3)	Dep Bal								
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Dunlin & Cormorant Cottages, near Gretna, Scotland


BOOKING FORM Please complete this form and return it, with your deposit, to M & J Read, 7 Browhouses, Eastriggs, Annan, Dumfriesshire, Scotland DG12 6TG	Please telephone first to check whether the cottage and dates are still available, and so that we can reserve the cottage for you (to be confirmed on our receipt of this Booking Form and remittance) From outside the UK Telephone: 01461 40873 +44 1461 40873 Fax: 08700 523372 +44 8700 523372
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Details of Person making the Booking (and contact for correspondence)	
Name	Preferred Cottage
Address	Telephone
Post code	E-mail address

Holiday Dates		
Arrival date	Arrival day	Number of nights
Departure date	Departure day	
Anticipated arrival time (approx)		<i>Bookings normally begin from 4:00pm and finish by 10:00am unless we have agreed otherwise with you</i>
Where did you hear about the Cottages?		

Number of people (and pets)			
Adults	Children	Ages of children	
Cot required?		High Chair required?	<i>Please note that we do not provide bed-linen for cots</i>
Pets	Number	Type	Please indicate whether you would like your complimentary bottle of wine to be RED or WHITE

The balance is due one month before the booking start date. If the booking is made within one month of the start date, the full amount is due now.		
Total payable £	Deposit* £	Balance £

Payment method (please tick)		<i>*the standard deposit is non-refundable –see Terms and Conditions Notes 4 & 5</i>	
<input type="checkbox"/> Cheque  Switch MasterCard Visa Visa Delta JCB	<input type="checkbox"/> Other	I have read and accept the Booking Terms and Conditions on the back of this form Signed: _____ Date: _____	
Please make Cheques payable to J READ			

Please sign here
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If paying by Credit/Debit Card, please note the following:		CREDIT/DEBIT CARD PAYMENT ONLY	
<ul style="list-style-type: none"> We can accept <u>only</u> the cards specified above (please note that we <u>cannot</u> accept Electron or Maestro cards) If the card-holder's address is <u>not</u> the same as the person making the booking, please write the card-holder's address (including post-code) on the back of this form 			
Card number		Issue No	
Start Date	Expiry Date	Card Security Code	
Name on the card		This is the last 3 digits printed on or just beneath the card signature strip, either after the full card number or after the last 4 digits of the card number	
Card-holder's signature		Amount £	
Do you want us to collect the balance from your card on the due date? (one month before the start of the booking). We will send you a receipt with the travel and key collection information.			Yes / No

Dunlin & Cormorant Cottages, near Gretna, Scotland

Booking Terms and Conditions

- 1 A reservation will be confirmed only on receipt of this completed Booking Form, and payment of the appropriate deposit (or the full amount if within one month of the booking start date). Our confirmation of the reservation to you means that both you and we agree to these Booking Terms and Conditions.
- 2 The standard deposit payable is £50 per week (or part-week), per cottage. Please note that this deposit is non-refundable (but see Note 5 below).
- 3 The balance becomes payable one month before the start of the booking.
If the booking is made one month or less before the booking start date, the full amount is payable in advance.

Cancellation

- 4 If you cancel your booking, then we reserve the right to apply the following conditions. Times apply from when we receive written notification of your cancellation

A	More than 1 month before the holiday start date	We will retain the standard deposit; any other money paid by you will be refunded in full (but see Note 5 below)
B	Up to 1 month before the start of the holiday	The full amount is payable

- 5 If we are able to re-let the cottage(s) for all or part of your booked period, we may (at our discretion) refund to you all or part of any monies paid, less a handling/administration fee of £10 per cottage. If you need to cancel, therefore, let us know as soon as possible so that we have maximum time to try to re-let the cottage(s).
- 6 Our liability to you is limited to the total booking price. In the unlikely event that the cottage is unavailable for your holiday for reasons outside our control (e.g. fire, flood, or other catastrophe), then we will refund to you all monies paid by you.
- 7 We are not liable to you for any temporary loss of supply of public services (electricity, water) that is outside our control. However, should any such loss of supply extend to more than 24 hours, we will compensate you at a rate equal to the extra night charge (see current Price List) for each 24 hour period (or part thereof) beyond the first 24 hour period of loss of supply.

Start/Finish Times

- 8 Entry to your cottage is normally from 4:00 pm on the first day of the booking. The cottage must be vacated by 10:00 am on the final day of the booking, to give us sufficient time to prepare the cottage for the next clients. Other entry/exit times may be possible with prior agreement.

Care of the property and its contents

- 9 Please take good care of the property and its contents. You are liable for any losses, breakages or damage that may be caused by you, your party, or any other person connected with your party. We reserve the right to charge you for any such losses, breakages or damage. Please report any losses, breakages or damage as soon as possible so that we can take the necessary steps to effect a replacement or repair, both for your own convenience, and for that of the next guests.
- 10 The cottage must be left in a clean and tidy condition. If we have to undertake an unusual or excessive amount of cleaning to prepare the cottage for the next clients, we reserve the right to charge you for the additional work and expense involved.
- 11 Pets are welcome, but must be kept under proper control. Please do not allow them onto furniture, and do not leave them unattended in the cottage if they are likely to cause damage or mess, or annoyance to other people. Remember that you will be liable for any damage or extra cleaning charges. We are in a rural area – dogs must not be allowed to chase or frighten farm animals or other people's pets.

Occupancy

- 12 The maximum occupancy per cottage is 4 people (plus a cot for an infant). You may **not** accommodate more than 4 people (plus an infant) in a cottage without our prior agreement.

Credit/Debit card payments

If payment is by your Credit or Debit Card, and you are **not** the person making the booking, please write your address (including your postcode) below: