

LOUDOUN MAINS COUNTRY COTTAGES LONG TERM LET BOOKING FORM

PLEASE TELEPHONE: 01560 321 246 TO CONFIRM AVAILABILITY OF YOUR SELECTED ACCOMMODATION.
THEN COMPLETE AND DETACH THIS FORM FROM THE TERMS AND CONDITIONS AND RETURN IT TO US TO SECURE
YOUR BOOKING.

NAME _____ VEHICLE MAKE _____

ADDRESS _____ COLOUR _____

_____ REGISTRATION _____

POSTCODE _____

TELEPHONE _____ MOBILE _____

E-Mail _____

FORWARDING ADDRESS (WHERE APPLICABLE) _____

ACCOMMODATION DETAILS

PLEASE RESERVE A _____ BEDROOM COTTAGE

COTTAGE NAME _____

FROM (Saturday DD/MM/YYYY) _____ TO (Saturday DD/MM/YYYY) _____

ARRIVAL TIME (Approx.) _____

WITH EXTRA BED/COT (PLEASE SPECIFY) _____

RENTAL PER DAY/WEEK/MONTH £ _____

RENTAL IN WORDS _____

PARTY DETAILS

ADULT NAMES

CHILDRENS' NAME & AGES

PETS (PLEASE SPECIFY) _____

PLEASE NOTE PETS ARE ACCOMMODATED AT MANAGEMENT DISCRETION ONLY AND MAY INCUR AN
ADDITIONAL COST

DEPOSIT GUARANTEE SCHEME (see “Long Let Terms and Conditions” below)

A REFUNDABLE DEPOSIT IS PAYABLE WITH THE COMPLETED BOOKING FORM IN ORDER TO SECURE YOUR BOOKING. A MINIMUM PAYMENT OF THE AGREED TOTAL WEEKLY RATE IS REQUIRED PRIOR TO THE LET COMMENCEMENT DATE. ALTERNATIVELY, A PAYMENT IN FULL IS ACCEPTABLE FOR A FIXED TERM BOOKING.

If you are utilising the deposit guarantee scheme signing the form below grants the management permission to deduct any discrepancy between rents paid and rents due based on the current “Long Let Tariff”. We regret that in the event of cancellation any deposit paid is non refundable.

WEEKLY PAYMENT DETAILS

All weekly payments of accommodation rental fall due at 10am on each Saturday morning and should be paid before this time.

METHOD OF PAYMENT – ACCESS / VISA / MASTERCARD / DELTA / VISA DEBIT
I / WE ENCLOSE DEPOSIT / FULL PAYMENT FOR THE ABOVE ACCOMMODATION

FOR THE SUM OF

CARD NUMBER _____ VALID FROM _____ EXPIRY DATE _____

SECURITY CODE _____ NAME AS IT APPEARS ON CARD _____

BILLING ADDRESS (INC POSTCODE)

SECURITY DEPOSIT DETAILS

CARD NUMBER _____ VALID FROM _____ EXPIRY DATE _____

SECURITY CODE _____ NAME AS IT APPEARS ON CARD _____

BILLING ADDRESS (INC POSTCODE)

WE RESERVE THE RIGHT TO DEBIT THE ABOVE CREDIT CARDS FOR UNPAID TELEPHONE BILLS, UNPAID FUEL BILLS AND DAMAGES.

PLEASE NOTE THAT A 3% SURCHARGE APPLIES TO ALL CREDIT CARD TRANSACTIONS.

SIGNING THE FORM BELOW AUTHORISES US TO DEBIT THE CREDIT CARD DETAILED ABOVE IN THE EVENT OF ANY UNPAID BILLS OR DAMAGES. IT FURTHER CONFIRMS THAT YOU HAVE READ, UNDERSTOOD AND AGREE TO ABIDE BY THE ATACHED TERMS AND CONDITIONS. WE REGRET THAT THIS DEPOSIT IS NON REFUNDABLE IN THE EVENT OF ANY CANCELLATIONS.

NAME..... SIGNED.....DATE.....

LONG LET TERMS AND CONDITIONS

CONDITIONS OF HIRE

Reservations of accommodation are accepted by Loudoun Mains Management Ltd including their agents, employees and other representatives (hereinafter referred to as LMML) on the following terms and conditions which cannot be varied other than in writing by LMML. **By completing and signing the attached “Booking Form” the Applicant confirms that he or she has read and fully understood and agrees to abide by these Long let Terms and Conditions, the “additional terms and conditions” and the requirements set out in the Tariff and that he or she agrees to be bound by them.**

RESERVATIONS

Please use the attached Booking Form. The cottages are offered subject to availability at the time written confirmation of your reservation is received, together with the appropriate deposit. Deposits are non-refundable.

Should you wish to make a reservation by telephone LMML will hold your accommodation for 48 hours. All provisional reservations will be cancelled unless your signed Booking Form with full deposit is received within 48 hours of your initial request.

OVERSEAS RESERVATIONS

You are requested to pay by sterling draft, or cheque drawn on a UK bank, or directly into our bank account, please contact us directly regarding our bank details. Your bank at home will have London/English agents who will no doubt assist as necessary. Please note that extra charges may be incurred with certain methods of payment.

MEMBERS OF YOUR PARTY

All members of your party must be declared in writing on the lease agreement including any potential overnight visitors, failure to notify us will null and void any insurance that either you or we have and will evoke clause 7 below.

PETS

Most pets are allowed in the cottages although numbers are restricted. Walking dogs without a lead is not permitted. All mess should be disposed of in the appropriate manner and no animal should be left unattended for long periods of time (max two hours) unless by prior arrangement. Any damage caused by the animal must be paid for immediately. Noisy pets will not be allowed and additional charges for pets must be agreed in advance.

RECEPTION

The reception desk is open for business from 9am to 9pm Monday to Friday, 9am till 5pm Saturday and 9am till 5pm Sunday. If in an emergency you need to contact the management out-with these times please dial 01560 321246.

CHECK OUT

The check out time is 10am. Please arrange to vacate your unit before 10am. If a later check out time is required (up to a maximum 1 hour where possible) please contact reception at least 72 hours before check out to allow us to reschedule the housekeeping staff. The cost of an unauthorised late check out is £25.00 per quarter hour.

VISITORS

Visitors are welcomed at all times and there are currently no restrictions, suffice to say courtesy is expected to others in and around the complex when entertaining in the units.

NOTICE

The minimum notice period is four weeks. If the date of leaving is not known or the let is cut short then a period of notice must be agreed and confirmed in writing to LMML. This period must be from Saturday to Saturday. Please be aware that if the agreed notice period is not given then the deposit is forfeited or the full price (taken as the 4-12 week price from the current Long Let Tariff) for the following 4 week period will be levied. Longer Notice periods can be agreed if required.

MAIL

It is possible to have mail re-directed to Loudoun Mains. If this is required please ensure that your name and cottage address is clearly defined on all correspondence. At present mail is delivered around 11am and can be collected from reception as required.

CAR PARKING

Car parking is provided for all units. LMML accept no responsibility for damage to or theft of any vehicle parked in or around Loudoun Mains. All cars should be parked in the car parks provided unless otherwise arranged.

CHANGE OF LEASE TERMS

Occasionally lets don't go as planned and requests can be made to extend the let, even after notice has been served to LMML. This can involve other tenants having to be accommodated elsewhere within the complex for the duration of the extension required. LMML will always do its best to accommodate all tenants; however the request for extension will not be confirmed until all parties have agreed to the change of accommodation etc. In addition, the tenants requesting the extension will be liable for the charge for the cleaning and bedding of the addition accommodation.

LMML would also ask the prospective new tenants to understand should a change in the lease be required by another tenant, as a few weeks down the road it may happen to them!

CHANGE OF CIRCUMSTANCES

If due to a change in circumstances the let is cancelled no refund of the deposit will be offered and if the let is altered please be aware that the minimum charges will still be applied.

ELECTRICITY

Electricity is pre-paid by pound coin meter in Arran View 1-7 and Valley View and charged at 20p per unit. All meters are checked and emptied periodically throughout the duration of the let. In Lanfine View 1-3 the electricity is metered, a reading is taken at the start of the let and payments are normally made monthly depending on the duration of the let.

LPG

Lanfine View units only. A reading is taken at the start of the let and payments are normally made monthly depending on the duration of the let.

TELEPHONE (Arran View 1-7)

Telephone lines are installed in all Arran View units and can be used for internal calls only.

WIFI

Wireless broadband is available free to all guests in the Club lounge and can be accessed from the cottages charged at £10.00 per week.

LINEN/TOWELS

Linen and towels can be supplied by LMML and changed (Weekly/Fortnightly) if required. Agreed cost (£_____). Linen and Towels where supplied by LMML, should only be washed by the housekeeping staff. In exceptional circumstances, should a change of linen/towels be necessary outside the agreed requirements please contact reception.

LAUNDRY

Use of the laundry facilities is only permitted between the hours of 9am and 8pm every day, although use on a Saturday may be restricted due to weekend changeovers. Everybody, including the housekeeping staff uses the same laundry facilities, so please do not leave any items in the machines. If a machine is full and finished please ask a member of staff to empty it for you. Do not wash or dry any linen or towels supplied by LMML.

REPAIRS/DAMAGE

Most repairs are regarded as wear and tear and will be carried out by LMML. Accidental damage will be charged at replacement costs only and will be debited from the deposit/credit card as required. Please note painting of walls and ceilings falls into the category of damage and should this damage be unreported at the end of a let the costs of re-decoration will be deducted from the deposit. If any painting is required please contact staff at reception as soon as possible to discuss.

SMOKING

Please note that the law in Scotland prohibits anyone smoking in any enclosed space. Smoking in any of LMML buildings or properties is not allowed. All LMML cottages are non-smoking. Smoking outside on the patio areas is discouraged. Should any person require to smoke please do so outside the property far away from other properties and guests. All cigarette butts/matches/packages should be disposed of responsibly. LMML implore you not to breach this rule as the cost of redecoration and carpet/suite/curtain deep-clean will be deducted from your deposit/credit card as required without exception.

COTTAGE CLEAN

It is possible to have LMML housekeeping staff clean the cottage on a regular basis. This normally consists of making the beds, dusting, vacuuming, cleaning the bathroom and a general tidy up of all surfaces. In addition LMML can arrange to clean clothes, wash the dishes and even shop for you if required. Please discuss the charges for these services with management as the costs vary depending on requirements.

INSURANCE

We recommend that where appropriate the leaseholder has their personal belongings adequately insured. LMML insurance covers LMML contents only and not personal items. It is strongly recommended that adequate insurance is taken out to minimise any costs/losses. The website www.rothwellandtowler.co.uk details basic holiday home insurance.

TV LICENCE

Please ensure that you have a valid TV Licence for the duration of your stay with us.

END OF STAY CLEAN

A full end of stay cleaning service is **not included** in the rental price and your cottage should be left as clean and tidy as it was when you took occupancy. This is especially important where pets are concerned. If carpet cleaning is required please contact reception 1 week before departure and LMML will assist you with organising it. If you would like LMML to carry out a full end of stay cleaning service the cost are; 1 Bed £150.00, 2 Bed £180.00, 3 Bed £250.00. LMML would respectfully request that the hirer be considerate towards any future guests and ensure they leave the unit clean and on time.

LOUDOUN MAINS COUNTRY CLUB LTD

Loudoun Mains Country Club Ltd is a private members only leisure club and use of the Country Club by Long Term Let Tenants is on a pay as you go basis charged at £5.00 per head per use. Each tenant is invited to join as a temporary member of LMML and will be regarded as a guest of the management. Children under 16 are not permitted to use the gyms, sauna or Spa Bath and must be accompanied by an adult swimmer when using the pool. Please check with reception. If use of the gym is required a PARQ form must be completed along with an induction with a fitness instructor on the use of the equipment. The induction cost is £15.00. A full list of Club Rules and Regulations can be obtained from reception.

SWIMMING LESSONS

The pool is unavailable for use during swimming lessons. Swimming lessons take place at the following times: Saturday from 8am 'til 3pm. Sunday from 9am 'til 1pm. Mon, Tues, Wed and Fri from 3.30pm 'til 5.30pm. Although the pool is unavailable during these times the remainder of the club is available for use as normal.

STORAGE CONTAINERS

It is possible to reserve a storage container here at Loudoun Mains. LMML have the facilities to store small bulky items such as bikes and lawnmowers up to the entire contents of a house. Storage is priced from £5.00/week up to £40.00/week. Please check availability with Management. Please note that each store is individual and lock fast but is not insured under LMML general policy.

As each store is treated as your own private area LMML accept no responsibility for any items stored within its stores.

DEPOSIT

A security deposit of {1 x Bed £700.00, 2 x Bed £800.00 and 3 x Bed £900.00) is to be sent with the completed "Booking Form" to LMML followed by payment of the agreed total weekly rate prior to the commencement date. Alternatively, a payment in full may be acceptable for a fixed term booking. The security deposit will be returned in the form of a cheque (sent to the forwarding address supplied) made payable to the hirer after departure and a full clean/inspection of the property has been completed. Any costs deducted from this deposit will be detailed on an accompanying invoice. Note: - signing this "Booking Form" authorises LMML to deduct all costs from said deposit without contest. In the event of cancellation of the booking this deposit is non refundable. Please note that as a common courtesy no cottage inspections are carried out "on spec", as a full deep clean is normally carried out at the same time. Should an accompanied inspection be required on the day of departure please contact reception at least 72hours before to allow us to arrange this. To reiterate: signing this "Booking Form" authorises LMML to deduct reasonable costs from you deposit should they be incurred. However, no inspection

can be conducted thoroughly enough at the time of departure; therefore this agreement always supersedes any subsequent discussions made.

DEPOSIT GUARANTEE SCHEME

The Deposit Guarantee Scheme allows the weekly rental amount to be chosen by the Tenant and guaranteed by the above deposit/credit card. Should the tenant decide to leave earlier than first envisioned then they are allowed to break the contract by serving the appropriate notice and paying the difference from the Deposit/Credit Card based on the current Long Let Tariff. In the event of cancellation of the booking any deposits paid are non refundable.

Additional Terms and Conditions V1.01

1. Confirmation of acceptance of the booking is to be notified by issue of a receipt by LMML for monies received with the completed Long Term Let Booking Form.
2. The responsibility and financial liability of LMML is limited to the return of monies received in the event of accommodation, booked in good faith, not being available owing to storm or fire or any other cause beyond its control. The Hirer will be advised of any such circumstances as early as possible and will (where feasible) be offered alternative accommodation of a similar type, standard, location and price.
3. LMML does not accept liability or responsibility arising from the use of accommodation and amenities offered to hirers, their families or friends, for any accident to them or for any loss or damage to their property, including personal belongings, cash, jewellery and motor vehicles, however caused, during their stay.
4. LMML takes every care to ensure the accuracy of property descriptions in its brochure but reserves the right to make modifications to the property which, in its sole judgement, it regards as necessary in the light of operating circumstances. All information is believed to be correct at the time of publication of the “brochure”, “tariff”, “Long Let Terms and Conditions” and “welcome letter” and is given in good faith and LMML cannot be held responsible for any errors, or the results of such errors, or accept responsibility for changes to, or the withdrawal of, specified amenities in them. LMML does not accept liability for occurrences or resulting damage caused by circumstances outside its reasonable control, such as faults in the electrical or plumbing installations, the breakdown of domestic appliances, invasion of pests, exceptional weather conditions, or negligence resulting in loss, injury or accident.
6. Any dispute arising between LMML and a Hirer, if not mutually resolved, shall be referred to a single arbitrator to be agreed, or in default of such an agreement, to the President for the time being of the Law Society or Institute of Arbitrators in accordance with the provisions of the Arbitration Act 1996 or any statutory modification thereof for the time being in force.
7. LMML reserves the right to decline accommodation to, or expel, any hirer or visitor for conduct which, in its sole view, is detrimental to any property/visitors within LMML jurisdiction or if the misdemeanour upsets the comfort of other tenants/members/visitors. In addition, where a tenant refuses to acquiesce with a request by LMML to comply with the conditions contained within the “brochure”, “tariff”, “long let terms and conditions”, “welcome letter” and

“additional terms and condition” contained herein, they will automatically forfeit any rights to accommodation and be asked to leave with immediate effect with no refund of deposit offered unless the accommodation can be re-let within a four week period. Subsequent deposit refunds will be returned in the form of a cheque to the tenants forwarding address less any costs. LMML reserves the right to enter a property at any time but will endeavour to do so when convenient to the Hirer.

8. The Hirer undertakes to keep the property and furniture, fixtures, fittings and effects in or on the property in the same state of repair and condition as the same are in at the commencement of the hire (reasonable wear and tear accepted) and shall pay to LMML the replacement value of any part of the property, furniture, fixtures, fittings and effects as are destroyed or damaged so as to be incapable of being restored to its former condition. Where our furniture is removed at the request of the hirer and temporarily stored on site, either the storage cost will apply £25.00 per week or a handling charge of minimum 8hrs will apply to replace furniture back into the cottage.
9. The total number of persons sleeping in each property must not exceed the number indicated on the tariff schedule (other than babies in cots). Any unauthorised stay where the number exceeds limits automatically evokes clause 7 above.