

# RESERVATION FORM

Please return to: Mrs Christine Bianco  
Ingleby Manor, Ingleby Greenhow,  
Great Ayton, North Yorkshire. TS9 6JF  
Telephone/Fax 01642-723577

Please reserve ..... Apartment  
From ..... to ..... (. .... nights)

Number of people in party .....  
Adults .....  
Children under 18 .....  
Infants under 2 .....

## EXTRAS

Cot (please bring own linen for cot)	no charge	.....
High Chair	no charge	.....
1 dog £12/week, by arrangement in Gun		
Room Apartment Only		.....
Towels £2/person/week – 1 hand, 1 bath		
free for overseas visitors		.....

I declare I am over 18 years of age and agree this reservation is made in accordance with the Conditions of Hire and agree to abide by them.

Signature: ..... Date: .....  
Name (block letters) .....  
Address .....  
.....  
.....  
Telephone (day-time) ..... (evening) .....

If this confirms a telephone reservation please tick  
Telephone reservations held for 7 days (14 days for overseas)

Please state how you heard of Ingleby Manor: .....  
.....  
.....

Total Hire Charge	£ .....
Reservation Fee 25%	£ .....
Balance due 28 days before hire period	£ .....

Cheques should be made payable to Ingleby Manor

## CONDITIONS OF HIRE

### BOOKING

A deposit of 25% is payable on booking, the balance being due 28 days before arrival. For bookings made 28 days or less before arrival, the full amount is payable on booking.

A booking for a holiday property becomes firm when a deposit of 25% together with a completed booking form is received by Ingleby Manor. Up to that time it is a provisional booking and provisional bookings are held for a maximum of 7 days (14 days for overseas visitors). Remittances must be made in £'s sterling.

Once Confirmation of Booking has been issued, the hirer is responsible for the total advertised price of the property as shown on the Confirmation of Booking. In the event of cancellation, every effort will be made to re-let the property and if successful, the hirer will only forfeit the deposit. Otherwise the balance will be required. It is strongly recommended that the hirer takes out a holiday cancellation insurance.

### FINAL PAYMENT

Reminders for the full balance of the total holiday cost will not be sent unless requested and a stamped addressed envelope is provided. If the full balance is not paid on time, Ingleby Manor reserves the right to cancel the holiday booking, in which case the deposit will be forfeit.

### HIRE PERIOD

Bookings are from 3.00 p.m. on the day of arrival and end at 10.00 a.m. on the day of departure. Please do not arrive before 3.00 p.m. and not later than 6.00 p.m. without prior arrangement with Ingleby Manor. On the morning of departure, it is important that you leave your holiday property by 10.00 a.m. to allow sufficient time for thorough cleaning before the next visitors.

### JOINT BOOKINGS

Where two parties join forces to take a holiday property, the booking should be made in one name only – that person (the Visitor) to be responsible for all payments and any damage.

### FAMILY OBLIGATIONS

The accommodation is designed for family use, not for youth groups or student parties. Sleeping in tents or motor vehicles adjacent to the accommodation is not permitted.

### VISITOR OBLIGATIONS

The Visitor undertakes to keep the premises and all the furniture, fixtures and fittings in the same state of repair and condition as at the commencement of the booking period (reasonable wear and tear excepted) and shall pay to Ingleby Manor the value of any part of the premises, furniture fixtures, fittings and effects so destroyed or damaged as to be incapable of being restored to its previous condition. Breakages and damage should be

reported as soon as possible and payment made before departure. Please do not move furniture as this can cause damage both to the furniture and to the property.

#### PROPERTY CLEANLINESS

The Visitor is responsible for the property and is expected to take all reasonable care of it. The Visitor and members of his/her party are asked to leave the accommodation clean and tidy. All equipment, utensils etc. must be left clean and all rubbish in the outside bin. We reserve the right to make a charge for extra cleaning if the accommodation is not left in a satisfactory condition.

#### VISITOR ACCOMMODATION LIMITATION

Accommodation is limited to the number of persons for whom the booking is made and the maximum number in each property must not exceed that stated in the brochure. We reserve the right to refuse admittance if this condition is not observed.

In no circumstances are parties with outside guests permitted in the properties or on the premises without prior agreement with Ingleby Manor.

#### CONDUCT

It is expected that the tenants do not behave in a way likely to cause annoyance to neighbours.

#### LOSS OF VISITOR PROPERTY

Ingleby Manor cannot be held responsible for loss or damage to any belongings including motor vehicles and contents or for injury sustained by the Visitor or members of his/her party during their stay at the holiday property.

#### LINEN

All bed linen is provided (sheets, duvet covers and pillowcases). Linen is not available for cots and visitors should bring their own. Tea towels are provided. Towels are available for hire. (Free to overseas visitors).

#### SERVICES

The Visitor undertakes to pay all charges for gas and electricity supplied to the premises. The meters are read at the beginning and end of the hire period. Payment must be made at the end of the hire period.

#### PETS

One well-trained dog is permitted in the apartments indicated by prior agreement with Ingleby Manor, on the condition that they are not allowed on the furniture, and especially the beds, nor left unattended in the property. Bones must not be taken inside.

A charge of £12 per week is made for each dog (guide dogs for the blind and hearing dogs for profoundly deaf people excepted). We regret no other animals or birds can be accepted in the properties.

Please keep dogs on the lead around the house, in the garden and near the horses' fields. Please clean up any "accidents" in the area around the house including the courtyards and gardens. We have farms nearby and the usual precautions must be taken with regard to dogs chasing farm animals.

#### DROUGHT

Ingleby Manor cannot accept responsibility for drought and the consequent shortage of water.

#### WEATHER

Ingleby Manor cannot accept responsibility for bad weather. If the weather prevents you from reaching your holiday property, we regret we cannot make a refund.

#### MESSAGES

When necessary, we will be pleased to deliver messages to visitors. However, we cannot undertake to do this promptly and would ask that all messages are limited to office hours (9.00 a.m.-5.00 p.m.) unless urgent. There is a call box at Ingleby Manor for visitors' use and telephones for incoming calls in East Wing, Pump Room and South Front Apartments.

#### INGLEBY MANOR RIGHT OF ENTRY

Ingleby Manor and/or its agents reserve the right to enter any property at any reasonable time on reasonable cause.