|  |  |  |
| --- | --- | --- |
| Resident’s name |  |  |
| Guest’s name(s) | **1**  **2** |  |
| Dates requested: | **Arrive:**  **Depart:** |  |
| Both I and my guest(s) agree to abide by the terms and conditions of booking as set out below.  Signed (resident):  Date: | | |

**Terms and conditions of booking**

1 No more than two people may occupy each guestroom (except in the case of infants using a travel cot).

2 Anyone under the age of 18 must be accompanied by an adult when staying in a guest room.

3 All visitors must be able to evacuate independently in the event of fire and should familiarise themselves with the fire procedures provided in the room.

4 Smoking and pets are not permitted, although we welcome working assistance dogs for disabled persons by prior arrangement.

5 Visitors will be responsible for any damage caused during their stay, and must pay for any damage, breakages or lost keys.

6 Residents should be staying in their own flat throughout their guests’ stay. The room will normally be available from 3pm and departure should be by 10am, unless agreed in advance.

**CONFIRMATION OF GUEST ROOM BOOKING**

Dear

I confirm that the guestroom in house 3 /14 has been booked for your guest(s)

from:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ to:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

The charge will be £ payable before departure. Please ask your guest(s) to leave the keys in the room.

Unless agreed otherwise in advance **please depart by 10am** so we can be ready for the next guest.