

## Booking Form

### Client Details

Title	Sex	Surname	First Name	Date of Birth
Mr / Mrs / Ms	Male / Female			
1				
2				
3				
4				

### Contact Details [group leader]

Address	Occupation	
	Nationality	
	Telephone No	[     ] / [     ] / [     ] <small>country code / area code / number</small>
Post Code	Fax No	[     ] / [     ] / [     ] <small>country code / area code / number</small>
Country	E-mail address	

### Accommodation Details

Accommodation starting date		Accommodation finishing date	
Apartment Type	1 Brm / 2 Brm	Room Type	Single / Sharing
Block	Block I / Block II	Please Indicate the price per week	_____ Euros

### Flight Details

Do you require airport transfers	<input type="checkbox"/> Yes <input type="checkbox"/> No	<b>Transportation Fee – 20 Euros</b>
Arrival date		<b>IMPORTANT NOTICE</b> If transportation is booked it has to be paid for even if it is not utilised. The driver could be late due to traffic, accidents, etc. If you do not meet the driver please call Garden View on [00356] 23772107 and wait near the tourist information office in the arrivals lounge
Arrival flight no.		
Arrival time		

### Conditions and Regulations

1. check-in time on arrival 14:00 and check-out time on departure 11:00
2. if the client leaves the Garden View Holiday Complex before the "Accommodation finishing date" indicated above, the deposit will not be refunded
3. special requests can only be accommodated subject to availability
4. the client is responsible for leaving the apartment / room in the same condition as it was on check-in

### Deposit

200 Euros per person	I confirm that I have read and accept the Booking Conditions and Regulations
<b>Erasmus Students:</b> <i>Deposit is to be paid once you arrive in MALTA.</i>	
<b>Elective Students:</b> <i>No deposit to be paid</i>	_____ Signature

## Agreement for Long Stays [2010 – 2011]

Name & Surname : \_\_\_\_\_  
Passport No : \_\_\_\_\_  
Apt No (if known) : \_\_\_\_\_  
Apartment Type : \_\_\_\_\_  
Room Type : \_\_\_\_\_  
Accommodation start date : \_\_\_\_\_ Approx time of arrival: \_\_\_\_\_  
Accommodation end date : \_\_\_\_\_  
Number of weeks : \_\_\_\_\_  
Rate per week : \_\_\_\_\_

## Terms and Conditions of Lease

### Deposit

A deposit of **€ 200.00** is to be paid by the client when booking the apartment. This deposit will be refunded [less cleaning and other possible expenses] to the client upon termination of the lease, provided that the apartment, after having been inspected by the management, is found to be in the same condition as it was when letting was affected. If the client terminates his / her stay before the date indicated in the booking form and / or above {whichever is the latest}, the deposit will not be refunded.

The deposit will be refunded to the client when s/he checks out of the Complex. It will not, under any circumstance, be refunded before check-out. The deposit will be refunded to the client's credit card if it was paid by credit card {less bank charges} or in cash if it was paid through bank transfer or in person.

### Inspection of apartment on arrival.

Within 24 hours of check-in, clients should report missing items of inventory, breakages and damages in the apartment to the management, in order to avoid being charged on check-out. Clients will be held responsible for missing items of inventory, breakages and damages caused to the apartment and any of the public areas. Amongst other things, apartments are equipped with a telephone, television, iron, microwave oven [in some apartments], electric kettle, toaster, fire blanket and a fire extinguisher. One set of sheets, one quilt, one blanket and two towels per person are provided. Missing items of inventory, breakages and damages will be charged for as they arise.

### Payment of Rent.

On arrival, clients are expected to pay for the first eight weeks of their stay. Consequently, rent should be paid every four weeks in advance. An extra charge of €3.00 will be added onto every payment if less than 4 weeks' rent is paid at any one time. Failure to pay the rent within 7 days after the due date will result in the client being expelled from the accommodation and the damage deposit retained.

### Room Safety.

The gas hob and oven in the apartments is to be used for cooking purposes ONLY and should not be left unattended at any time. Use of this kitchen appliance for any other reason can pose a serious health hazard and is very dangerous. In the event that this warning is disregarded each client registered in the apartment will be fined € 12.00 or be ordered to leave the complex.

Candles must not be used in the apartments. In the event that candle wax is found on the furniture each client registered in the apartment will be fined € 12.00.

**Room Hygiene.**

All rubbish must be thrown away daily in the skip outside the main entrance of the Garden View Complex. Therefore, rubbish is not to be left to accumulate in the apartment or any other place inside the complex.

**Towels.**

Towels must not be removed from the apartments. Do not place towels on the furniture to dry.

**Weekly Cleaning.**

Cleaning of the apartments and change of linen takes place on a weekly basis - missing items of linen will not be replaced. Cleaning includes washing of floors and bathroom and dusting of furniture - cleaning of plates, pots and pans is not included.

**Swimming.**

Swimming is not permitted at night. Clients can only make use of the pool area between 10:00 and 18:00. Non-residents and unregistered guests must pay to make use of the complex facilities [pool area, fitness centre, etc.]

**Friends and Guests.**

For clients who have booked single accommodation, and in apartments where an extra bed is available, the unused bed can only be used after informing the management and against a charge of € 7.00 per person per night. Do not use the sofa bed in the living area without asking the management for permission. Non-residents and unregistered guests are not permitted into the apartments. Any guests who are found staying in the room without having informed reception will be required to pay 14 Euro per person per night.

**Parties.**

Parties must not be held in the apartments. Loud music, singing, shouting or any other loud noise in the apartment, corridors or any other public area within the complex is not permitted at any time during the day or night. If any other resident within the complex complains about excessive noise coming from an apartment, the client of that apartment will be asked to refrain from any disturbance that he / she may be causing. In the event that this regulation is ignored each client registered in the apartment will be fined € 12.00 or be ordered to leave the complex. To report any disturbances clients are advised to call 2107 between 08:30 and 23:30, and 2103 after 23:30.

**Heaters.**

Operation of heating within the apartments is restricted from 15.00 to 22.00 only. If clients require extra heating, a heater can be rented from reception at the cost of € 3.00 / day. Operation of cooling is restricted from 20.00 to 06.00 only.

Use of heaters other than those supplied by reception is not allowed. In the event that a heater is found in the apartment a charge of € 3.00 per day for the full stay will be made for each heater.

**Safety.**

Although the Complex's management does its best to ensure that the Complex is safe through the use of a variety of security measures clients are still asked to ensure that their valuables are kept in a safe place. Safety deposit boxes are available in every apartment and clients can also deposit their valuables at reception for safe-keeping. The Complex does not hold itself responsible for the loss of valuables, and clients' possessions are not covered by the Complex's insurance policy. For this reason, it is suggested that clients purchase comprehensive travel insurance before leaving their home country.

**Extension / Shortening of Stay.**

Extra nights over and above the number of weeks stipulated in this agreement will be charged pro-rata. This lease agreement can be extended [subject to availability], however not beyond the 30th of June 2010. Any rent which has already been paid cannot be refunded for any reason whatsoever.

**Change of Accommodation.**

An administration fee of € 60.00 will be charged if the type of accommodation is changed at any time during the duration of the lease agreement. The management reserves the right to change the clients' accommodation provided that the client is given 24 hours notice and is placed in accommodation of a similar or better standard.

**Holidays**

Students are NOT allowed to stop paying their rent during the Christmas and Easter holidays. Even if students go home for their holidays they will be required to pay their rent.

**Cleaning Charge on Departure.**

On departure the following charges for general cleaning are applicable:

- € 24.00 per person - single in a 1 Bedroom Apartment;
- € 12.00 per person - double in a 1 Bedroom Apartment;
- € 18.00 per person - single in a 2 Bedroom Apartment; and
- € 12.00 per person - double/sharing in a 2 Bedroom Apartment.

**Inspection of Apartment on Departure.**

The client binds him/herself to allow management to check the apartment whenever they deem it necessary. Pots, pans, plates, cutlery etc. must not be moved from one apartment to another; when inspecting an apartment on departure, clients will be charged for missing items even if they are in another apartment. Posters, photos, postcards, etc. must not be stuck on to the walls, this is to avoid damaging the plastering. A maximum fee of €25.00 per room will be charged for whitewashing. Clients are responsible for missing items of inventory, breakages and damages in their apartment. Therefore, it is in the interest of clients who are sharing an apartment to ensure that any damage caused in their apartment is reported to the management immediately.

Checkout on the day of departure is at 11:00. When checking-out, clients should allow at least 1 hour for management to check the apartment and refund the remainder of the deposit. If the client fails to allow at least 1 hour, management reserves the right to refund the deposit at a later stage. In order to be checked, the apartment has to be vacated and keys returned. Clients will be charged €5.00 for missing or broken keys.

**Declaration**

I have read and agree to the above terms and conditions of this lease agreement.

**Name** : \_\_\_\_\_

**Signature** : \_\_\_\_\_

**Date** : \_\_\_\_\_